

2018-19 Sumner County Schools Professional Learning Guidelines

The Tennessee Department of Education requires all certified teachers in Tennessee schools to complete thirty hours (or five days in a 200-day contract) of professional learning (PL) each year. *Tennessee Code Annotated, Appendix C., Section 49-6-3004*, states a teacher's 200-day contract must include five (5) days of professional learning. This applies to any person who holds a full-time teaching position and is employed by the Sumner County Board of Education. Part-time teachers' PL requirements are adjusted accordingly. It is the responsibility of the educator to fulfill this five (5) day requirement based on a principal-approved plan of activities that best meets the needs of the teacher and the overall goals of the school. Teachers hired as an interim for less than a full year are not required to complete professional learning activities.

Sumner County Schools (SCS) has determined that for the 2017-2018 school year, the five required days are distributed as follows:

Required Day 1 July 31, 2018 – 6 hours district-wide for **all** teachers at all schools

Required Day 2 August 1, 2018 – 6 hours district-wide for **all** teachers at all schools

Required Day 3 August 2, 2018 – 6 hours district-wide for **all** teachers at all schools

Required (Flex) Day 4 date TBA – 6 hours determined per school-based plan by each principal

Required (Flex) Day 5 date TBA – 6 hours determined per school-based plan by each principal

Guidelines for Approvable PL Activities

PL credit shall not be allowed for participation in activities scheduled during calendared teaching days nor any time for which participants are being paid other than PL reasons. No more than three PL credit hours may be earned on a calendared school day and must be earned before or after the regular school day.

Non-approvable activities for PL (this is not a comprehensive list):

- Conferences or workshops scheduled on a calendared day when schools are closed for inclement weather or other events which uses stockpiled time
- Visits to exhibits, historical sites, theatrical performances, movies, personal trips, and other activities not specifically intended to enhance the educator effectiveness
- Workshops or activities which have not been pre-approved
- Parent-Teacher Conferences
- Teachers working in their classrooms
- Putting grades on permanent record forms
- Business meetings for professional associations
- Coaching or cheerleading clinics
- College courses for credit

This link contains more information about state guidelines: <https://www.tn.gov/education/lea-operations/in-service-guidelines.html>

Teachers may earn PL credit from May 1, 2018 to April 15, 2019.

Please be advised:

- All PL must be submitted by **April 15, 2019**.
- **Battelle for Kids is the only online PL platform currently accepted by SCS.** Only six (6) hours are accepted per school year.
- SCS no longer accepts webinars for PL credit.
- A “calendared” day is a day scheduled as one of the 180 required instruction days or five (5) administrative days on the 2018-19 SCS calendar. The 2018-19 SCS calendar can be accessed on the SCS website or through the following link:
<https://sumnerschools.org/index.php/calendar>
- Snow days are paid, calendared days; therefore, PL hours accrued on snow days are limited to three (3) hours or less.
- PL credit cannot be earned for participating in any training for which the educator receives a stipend or additional compensation.
- Presenting training for Sumner County teachers garners double credit for the first time the session is presented.
- When attending any district-provided PL session, regardless of location, all educators must make childcare arrangements away from the session site. **No children will be allowed at any SCS district-led PL.**
- Educators must attend the entire session to receive any PL credit. **No PL credit will be given for arriving late, leaving early, or partial attendance in any capacity of a PL session.**
- All PL trainings outside the district require pre-approval from the teacher’s principal and the SCS Teacher Center Supervisor. A substitution form must be submitted prior to the training event. Substitutions can only apply to **Required Flex Days 4 and/or 5**. All documentation, including a copy of the original substitution form, for proof-of-attendance should be submitted to the Teacher Center within two weeks after the event. Substitution forms can be located on the Teacher Center website (or the following link:
https://sumnerschools.org/images/Teacher_Center/2018/Professional_Learning_Substitution_form.pdf
- All trainings not listed in the school PL plan for 2018-19 for **Required Flex Days 4 and/or 5** must submit a substitution form. Substitution forms can be located on the Teacher Center website or the following link:
https://sumnerschools.org/images/Teacher_Center/2018/Professional_Learning_Substitution_form.pdf

In accordance with ADA (Americans with Disabilities Act), any disabled person requiring accommodations for participation in a PL session should contact Mr. Jeff Yawn, Teacher Center Supervisor, at 451-6515 at least two working days prior to the session so appropriate accommodations can be made.

Please reach out to Jennifer Stafford at jennifer.stafford@sumnerschools.org or Jeff Yawn at jeff.yawn@sumnerschools.org if you have any questions. You may also find the SCS Teacher Center website helpful at <https://sumnerschools.org/index.php/teacher-center>.