

Sumner County General Information for 2016-2017 Professional Learning

The Tennessee State Department of Education requires that all certified teachers in Tennessee schools 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 that 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 2016 - 2017 school year, the five required days are distributed as follows:

August 3, 2016	6 hours district-wide (All teachers at all schools)
October 7, 2016	6 hours district-wide (All teachers at all schools)
November 8, 2016	6 hours district-wide (All teachers at all schools)
TBA by school principals	6 hours Determined by their school-based plan
TBA by school principals	6 hours Determined by their school-based Plan

Tennessee Guidelines for Approvable Professional Learning Activities

Professional learning (PL) credit is only allowed for participation in activities which are scheduled OUTSIDE the regular teaching days or any other paid (non-PL) days. Teachers may not earn PL credit for days designated by them as sick leave or personal days. No more than three PL credit hours may be earned on a school or snow day. These hours must be earned before or after the regular school day.

Non-approvable activities for professional learning (not a comprehensive list):

- Parent/Teacher Conferences
- Teachers working in their rooms
- Putting grades on permanent record forms
- Business meetings for professional associations
- Coaching or cheerleading clinics
- College courses (except for renewal of the Professional License)
- Conferences/workshops that occur on a day when schools are closed during 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 as teacher training, workshop or activities which have not been pre-approved

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

Teachers may earn PL credit from May 1, 2016 to April 15, 2017.

Please remember:

- **All professional learning must be submitted by April 15, 2017.**
- Professional learning credits may not be earned during a normal school day, or during any day designated as a personal day or sick leave.
- Snow days are paid days. Therefore, professional learning hours garnered on snow days are limited to three hours or less.
- Teachers who participate in any training for which they are paid, will not receive professional learning credit.
- Presenting training for Sumner County teachers garners double credit for the first time the session is presented.
- SCS no longer accepts MTSU Webinars for PL credit.
- *Battelle for Kids* PL is the only online credit currently accepted by SCS. Only six hours are accepted per school year.
- When attending any district-provided professional learning session, regardless of location, all educators must make childcare arrangements for their children away from the session site. Please be advised that we do not have the facilities or the personnel to safely supervise children.
- Please do not expect to receive credit for a PL session if you find it necessary to leave early or arrive late.

In accordance with ADA (Americans with Disabilities Act), any disabled person requiring accommodations for participation in a professional learning session should contact Dr. Jacque Scarbrough at 451-6515 at least two working days prior to the session so that appropriate accommodations can be made.