

# Professional Learning Framework



**B**artlett City Schools believes the greatest resource an organization can have is the people. As a result, the district chooses to invest in employees and foster a culture of continuous learning. Bartlett City Schools is committed to educators having access to multiple avenues of professional learning. Educators being allowed to personalize learning leads to empowering leaders in every classroom.

Creating and planning for professional learning is a complex task. Using formal observation data, informal observation data, student achievement data, student growth data, student work products, and feedback gained from stakeholders and partners are all used to identify areas of strength and areas to be strengthened. Data collection varies in scope from a single focus area, such as a specific grade level and content area, to the district as a whole, focusing on all building locations. Bartlett City Schools believes that learning from peers is the cornerstone for long-term, sustainable growth. When planning professional learning, time spent in collaboration, discussion, shared planning, and observing instruction are priorities.

## **D**istrict Wide InService Days

When the instructional calendar is created, days are set aside for professional learning per SBE Policy 5.200. District Wide Inservice Days are for educators to come together to learn from each other during contracted work days. Hours spent learning count towards Professional Development Points (PDPs) for license renewal. Bartlett City Schools relies on the Standards for Professional Learning adopted by the State of Tennessee and the professional learning organization, Learning Forward. These standards support creating professional learning experiences that grow educators, leaders, and students. The State Department of Tennessee has created a Quick Guide for Professional Learning. This document is available on the Bartlett City Schools' website under the Staff tab and listed on the Flex Days page. This document can be used when planning a professional learning session.

## **F**lex Professional Learning Days

In addition to inservice days, Bartlett City Schools utilizes Flex Professional Learning Days. Educators earn 24 Flex hours during the calendar school year and in return, receive 4 scheduled days off. Flex Professional Learning Days allow educators to personalize learning throughout the school year. Flex hours are earned outside of the contracted school day. Flex hours count as Professional Development Points (PDPs); however, Professional Development Points (PDPs) do not always count towards Flex hours. All Flex hours must occur outside of contracted work times and relate to the educator's current assignment, specific district goal, and/or specific instructional practice in order to count towards the 24 Flex hour minimum.

## **T**racking

Bartlett City Schools tracks professional learning through an online platform. Step sheets for navigating the online platform are available on the Bartlett City Schools' website under the Staff tab. Educators are also encouraged to track hours for personal records. A Professional Learning Self Tracking Log is available on the Bartlett City Schools' website under the Staff tab and listed on the Flex Days page.

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## **P**resenters

Presenters who would like to create a professional learning session will submit the Professional Learning Request through the online link a minimum of two weeks before the learning session start date. Sessions may be approved for Flex hours, Professional Development Points (PDPs), or both Flex and PDP. Presenters will receive 1 hour of Flex credit for each professional learning session title planned and presented. Should the session be approved for Flex credit, presenters will receive Flex credit for the session facilitated and receive 1 additional planning hour per session title if not already receiving pay as part of the facilitation. If presenters receive a stipend for presenting, they will not receive Flex Credit.

## **C**onferences and Out-of-District

Conferences and out-of-district professional learning must be submitted for prior approval at least two weeks before the start date through the online platform and must relate to the educator's current assignment, specific district goal, and/or specific instructional practice. Flex hour approval and district funding is not guaranteed for out-of-district learning.

## **C**ollege courses

College courses count for up to 10 hours of Flex credit and must be submitted for prior approval at least two weeks before the start date through the online platform. In order to receive Flex credit, courses must relate to the educator's current assignment, specific district goal, and/or specific instructional practice. Transcripts must be submitted to the building level administrator or direct supervisor within two weeks of course completion to verify passing the course with a C or better. One transcript hour is equivalent to one Flex hour.

## **B**ook Studies

Book studies must have a minimum of one face-to-face meeting and can count for up to 10 hours of Flex credit. Book studies must be submitted for prior approval at least two weeks before the start date through the online platform. The BCS Book Study Facilitator's Guide must be submitted with the prior approval. Book studies must align to the educator's current assignment, specific district goal, and/or specific instructional practice. The BCS Book Study Reflection must be submitted before final attendance can be completed. These documents are available on the Bartlett City Schools' website under the Staff tab and listed on the Flex Days page.

## **P**rofessional Learning Communities

Professional Learning Communities can count up to 10 hours of Flex credit if conducted outside of the contracted work day. Professional Learning Communities must be submitted for pre-approval at least two weeks before the start date through the online platform. Meeting notes must be attached at the close of the PLC session to verify the 4 guiding PLC questions or instructional planning were the focus of the session. A Professional Learning Community (PLC) Meeting Notes template is available on the Bartlett City Schools' website under the Staff tab and listed on the Flex Days page.

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## **W**ebinar

Webinar Flex hours must be submitted for prior approval at least two weeks before the start date through the online platform and must align to the educator's current assignment, specific district goal, and/or specific instructional practice. Webinars can count up to 10 hours of Flex credit. Completion certificates and a BCS Webinar Reflection Form must be submitted within two weeks of the webinar to their building level administrator or direct supervisor. The BCS Webinar Reflection form can be found on the Bartlett City Schools' website under the Staff tab and listed on the Flex Days page.

## **A**thletic Coaching

Athletic coaching workshops and clinics can count for a maximum of 10 hours of Flex Credit and must align to the educator's current assignment, specific district goal, and/or specific instructional practice. Athletic coaching workshops and clinics must be submitted for prior approval at least two weeks before the start date of the session to count towards Flex. Verification of completion must be submitted within two weeks of the training ending.

## **S**ocial Media Coordinators

Social Media Coordinators earn up to 10 hours of Flex Credit if work is completed outside of the contracted work day. To receive credit, the educator must be performing the Social Media Coordinator role per Principal request. Social Media Coordinators must document the number and description of hours earned as required by the Communications, Volunteer, and Outreach Supervisor. A Social Media Coordinator can only receive credit for one school location.

## **D**ates

Educators are required to have a minimum of 12 hours completed prior to December 4, 2020. An additional 12 hours must be completed by April 9, 2021. A total of 24 hours of Flex Credit is required. Should an educator complete more than 12 hours of Flex Credit prior to December 2, 2019, the balance will count towards the April 3, 2020 deadline. Should an educator complete more than 12 hours of Flex Credit prior to December 4, 2020, the balance will count towards the April 9, 2021 deadline. Flex Day credit hours can be carried over from first semester to second semester, but can not be carried over from school year to school year. Flex Credit hours must be earned June 1, 2020 - April 9, 2021. Principals will certify transcripts for educators based at their buildings by the deadline dates (December 4, 2020 and April 9, 2021). Educators who do not have all hours submitted before the deadlines (December 4, 2020 and April 9, 2021) will receive payroll deductions in hour increments. All employees hired prior to November 23, 2020 will be required to earn 24 Flex Hours. Employees who were hired after November 26, 2020 will need to earn twelve (12) Flex Hours. Employees who were hired after December 22, 2020 will need to earn zero (0) Flex Hours. Special circumstances will be handled on a case-by-case basis in conjunction with the building level principal or supervisor, the Professional Learning and Evaluation Supervisor, the Director of Teaching and Learning, and the Director of Human Resources, Federal Programs, and Accountability.

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## **Q**uestions

For all educator questions, the school building level administrators are always the first point of contact.