

## SCS Teacher Flex Days – Guidance for Leaders

2019-2020

### **How do I access my teachers' professional learning transcripts?**

Teachers and teacher types are responsible for sharing professional learning transcripts with building leaders.

Transcripts are accessible in PLZ by the teacher. Instructions for accessing and printing transcripts can be found here:

<https://tinyurl.com/PLZ-Transcript>

### **Who will collect and review the transcripts?**

This decision is at the discretion of the building leader. Building leaders are responsible for designating someone at the school site to collect and review transcripts. As a best practice, consider directing teachers to write in the category for each course on the transcript, i.e. D= district, S = school, C = choice.

### **What should I look for on the transcript?**

- The transcripts should reflect the professional learning for the current school year only.
- For each reporting period, the start date should be August 5, 2019, or the teacher's first day with SCS.
- You should look for total hours in the bottom left corner of the last page of the transcript.
- You should look for evidence of district hours earned. District hours may include: DLD, courses coded CADRE, or content-specific courses.

### **What is the required number of professional learning hours to get the flex days off? How do teachers earn the required hours?**

See the table below for the required number of professional learning hours for each flex period. Hours are earned in three categories – **district (25 hours), school/zone (30 hours), and choice (9 hours)**. Teachers earn District-level hours by participating in District Learning Days (DLD) and virtually in the Canvas courses. School/Zone hours are earned from professional learning opportunities offered at school sites that are entered in PLZ with attendance confirmed. Choice hours are earned from offerings of the teacher's choice. However, only PD that is entered in PLZ with attendance confirmed and on the transcript will count towards the required hours.

Professional Learning Hours Earning Period	PD Transcript Pulled and Submitted	Number of Hours Required		Associated Flex Days
August 5 – November 1	November 20	21 hours	21 total hours to date	November 25 -26
November 4 – January 31	February 10	18 additional hours	39 total hours to date	February 17
February 3 – May 8	May 18	25 additional hours	64 total hours	May 26 – 29

### **I have teachers who are on an approved leave of absence, i.e., maternity/paternity leave, FMLA, etc. Are those teachers responsible for earning PD hours?**

Teachers are only responsible for earning PD hours during "active" status. The required number of PD hours will be prorated to reflect the time the teacher is active during any flex hours earning period.

For example, teachers are required to earn 21 PD hours between August 5th and November 1st. If a teacher is on maternity leave August 5th – October 1st, this teacher has missed the opportunity for the 15 hours available during in-service and the 3 hours available during the first half-day. Therefore, this teacher will only be responsible for earning 3 PD hours during the first reporting period.

### **I have teachers who were hired after the August in-service. Are those teachers accountable for earning all PD hours?**

For teachers hired after August in-service, the required number hours will be prorated to reflect their time as an active employee. For example, if the start date was September 3, 2019, they are required to earn 6 hours by November 1st to be off November 25-26. They had the opportunity to earn 3 hours during September 20th DLD and earn 3 additional hours on your own, possibly from PD offered at the school.

**Where do teachers go if they have not met the required hours to get the flex days off?**

Teachers who do not meet the required professional development hours for each period, will be required to report to the TLA, or other designated location for Professional Development on the associated flex days. Professional Learning and Support will manage those days.

**Who do I notify if I have teachers who have not met the required hours to get the flex days off?**

Complete the following link (<https://tinyurl.com/SCSFlexDays>) to share the names of teachers who have not met the required hours to be off during the flex days. Each submission allows up to five entries. If you have more than five teachers who are not eligible to be off, please submit additional forms to capture all teachers who are not eligible to be off. See the table below for form submission due dates for each flex period.

<b>Professional Learning Hours Earning Period</b>	<b>PD Transcript Pulled and Submitted</b>	<b>Number of Hours Required</b>		<b>Associated Flex Days</b>	<b>Form Due Date</b>
August 5 – November 1	November 20	21 hours	21 total hours to date	November 25 -26	November 22
November 4 – January 31	February 10	18 additional hours	39 total hours to date	February 17	February 12
February 3 – May 8	May 18	25 additional hours	64 total hours	May 26 – 29	May 20