

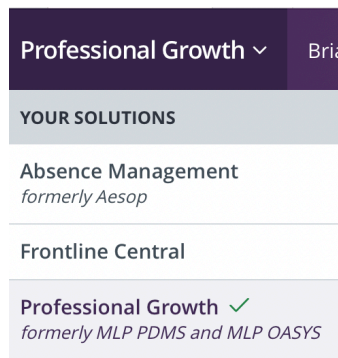
How to Sheet and Overview for

15 District Professional Hours

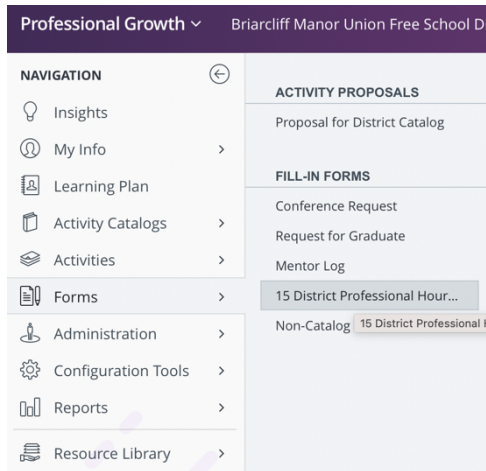
1. Access Frontline Education through the District Website or from your saved Bookmarks page.



2. Login to Frontline.
3. Access the Professional Growth Solution.



4. In the Navigation Section on the left, go to Forms then click on the 15 District Professional Hours Form.



5. Complete all of the information in the boxes outlined in Red. (These are required, you may complete any additional information in the other boxes.)

6.

15 District Professional Hours

The 15 District Professional Hours are intended to help us support continuous learning necessary to remain current in the field of education. Unless otherwise specified, these hours should happen during the school year and minimal interference with assigned instruction and duties. These 15 hours can come from the following trainings:

- District Required Training
- Participation in a District Level Committee
- Pre-Approved Building Based Projects
- Pre-Approved Work done in support of District Goals, Projects, or Events
- Courses that are prepared and taught by multiple staff require special approval for preparation hours.

See below for a list examples of pre-approved activities:
 District Committees, building level - 5 hours - Proposal must be submitted by the committee to the District Office, for approval, if more hours are needed.
 Technology Mentor Meetings
 District Required Trainings (Mandated District Compliance Videos)
 IDE Coaching during prep periods
 Apple Coaching during prep periods
 Presenting at a Superintendent Conference Day
 Technology "mini courses" during Team time/prep periods
 Apple Teacher Certification- ex. On your own time or during a release day with Tracy - (6 hours)
 Pre-Approved follow up work from workshops or trainings that take place during the school day
 Pre-Approved book studies Pre-Approved Building Based Projects
 Reopening Meeting on August 16 (2 hours)
 College Board Training

Title

Pre-Approval

Has this activity been pre-approved?
 (If no, please do not fill-out this form.) YES NO

Activity Type

If your activity type is not listed, please check with your administrator that you are using the correct form.

Activity Type

Hours

Hours

Interaction Details

Who did you meet with?

Activity Description

Characters left 2048

Reflection: How did this impact your teaching philosophy?

Characters left 2048

Finish

[Save Log Entry](#)

7. Then click *Save the Log Entry*, located at the bottom. This must be done until you complete the District Mandated Professional Hours within the 15 Contractual Professional Hours. You can have as many entries as you need.

8. Your log should be submitted at least, one time in January and before the last day of school in June. This will ensure that you have approval for the work and can complete the 15 hours before the end of the school year. To submit your entries, go to you *Learning Plan* and under *My Log Entries* you will see the *Submit log entries for approval* button.

NAVIGATION

- Insights
- My Info
- Learning Plan**
- Activity Catalogs
- Activities
- Forms
- Administration
- Reports
- Resource Library

News and Info

- EEM Resources - Teachers & Staff
- EEM Resources - Evaluators

My Proposals

Actions	Start Date	End Date	Activity Title	Status
No Active Proposals				

My Log Entries

+ 15 District Professional Hours Log

Action	Date	Log Entry Title	Form Name
<input checked="" type="checkbox"/> (Edit Log) (Delete Log)	09/30/2021	15 District Professional Hours	15 District Professional Hours Log

When ready, select applicable log entries and submit for approval.

[Add New 15 District Professional Hours Log](#)
[Submit log entries for approval](#)

Overview

The *15 District Professional Hours* are intended to help us support **continuous learning** necessary to remain current in the field of education. Unless otherwise specified, these hours should happen during the school year and with minimal interference with assigned instruction and duties. These 15 hours can come from the following:

Pre- Approved Activities Include:

- **District Committees, building level - 5 hours** - Proposal must be submitted by the committee to the District Office, for approval, if more hours are needed.
- Technology Mentor Meetings
- District Required Trainings (Mandated District Compliance Videos)
- IDE Coaching during prep periods
- Apple Coaching during prep periods
- Presenting at a Superintendent Conference Day
- Technology "mini courses" during Team time/prep periods
- Apple Teacher Certification- ex. On your own time or during a release day with Tracy - **(6 hours)**
- Pre-Approved follow up work from workshops or trainings that take place during the school day
- Pre-Approved book studies
- Pre-Approved Building Based Projects
- College Board Training
- CPR Certification
- Student Teacher Mentor

As per the BTA Contract the District can direct up to *7.5 hours each year*. For the **2022-2023** School Year the district will be directing that the following 5 hours be dedicated to the following initiatives:

- 2.5 hours for District Compliance Videos
- 2.5 hours for Curriculum Mapping (*not including SCD days*)

(a minimum of 2 unit maps to be completed for the [outlined priorities](#) and marked on the correct Numbers document: [Todd](#), [MS](#), [HS](#).)