



IN-SERVICE HOURS REPORTING PROCEDURE (CER-P003)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of reporting the completion of in-service hours and the consequences of failing to complete the required hours in-service.

The online version of this policy is official.
Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Professional Development Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer

4.0 DEFINITIONS:

- 4.1 None.

5.0 PROCEDURE:

- 5.1 Professional Development Department provides principals and supervisors information on how to access current in-service completion reports for each faculty/staff member via the online Professional Learning Activities Network (PLAN). PLAN, the district's learning management system, is accessible to principals and supervisors at all times for the purposes of verifying staff members' class enrollment and in-service/training completion status.
- 5.2 Professional Development Department provides each faculty member information on how to access current in-service hours/professional development transcript via PLAN. PLAN, the district's learning management system, is accessible to teachers at all times for the purposes of verifying class enrollment and in-service/training completion status.
 - 5.2.1 Principals, supervisors, and teachers have the opportunity to review their transcript for via PLAN for accuracy, to ask questions regarding any discrepancies and to make any additions or corrections to the transcripts prior to the established deadline for in-service completion.
 - 5.2.2 PLAN provides important information to course participants to included electronic reminders of upcoming sessions, completion stats of each class in which they are enrolled, and a reminder notice to evaluate each class upon its completion. Following successful completion and evaluation of each class, credit is reported to the teacher's transcript.
- 5.3 Failure to participate in in-service training programs by the district's established deadline is considered insubordination as it constitutes failure to comply with the rules of the school district. Consequences for not completing in-service requirements are as follows:
 - 5.3.1 First Offense: Written reprimand, loss of pay based on number of delinquent hours.
 - 5.3.1.1 HR staff prepares letters of reprimand for Principal's signature.



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5.3.1.2 Principals counsel personnel concerned, obtain signature for HR's copy and provide employee a copy of the written reprimand.

5.3.1.3 Principals forward signed copy of reprimand to HR.

5.3.1.4 Human Resources places signed reprimand in employee's Personnel File.

5.3.2 Second Offense: Suspension or dismissal.

5.3.3 Third Offense: Dismissal.

6.0 ASSOCIATED DOCUMENTS:

6.1 In-Service Requirements and Completion Policy ([HUM-A050](#))

6.2 Memorandum of Agreement

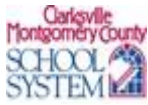
6.3 Professional Learning Activities Network (PLAN) <http://cmcss.avatarlms.com>

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Report of In-service Hours	Professional Development Files	Ten Years From Date of Hire or Recertification Date	Shred	Secured building, storage room, limited/controlled key access.
PLAN Online Reports	Live (web-based)	Archived Indefinitely	Deletion	Password Controlled; Administrator Access Only
Letters of Reprimand	Employee Personnel Files	Indefinitely	Permanent	Secured building, HR file room, limited/controlled access.

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/08/06		Initial Release
10/18/20	A	Revised to align with implementation of online learning management system (PLAN) making records/reports available to administrative, supervisory, and faculty via web-based access.



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9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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