



IN-SERVICE REQUIREMENTS PROCEDURE (PRD-P001)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for the selection and completion of approvable in-service activities by teachers within the school system as well as the district's actions in the event of non-completion of required annual in-service hours.

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

2.0 RESPONSIBILITY:

- 2.1 Director of Professional Learning

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

4.0 DEFINITIONS:

- 4.1 Professional Learning Activity (PLA) – Activities designed to improve knowledge, skill, attitude, and/or behavior for individual job performance and proficiency. PLAs can be on the school- or district-level, can occur during school hours (training) or outside of school hours (in-service or stipend), and can be of a direct training nature (i.e., PLCs or JITTS) or an indirect training nature (i.e., curriculum development, benchmarking, unit vetting, collaborative planning), the results of which are both work product and professional growth.
- 4.2 Professional Learning Activities Network (PLAN) – the primary resource for professional development offerings for CMCSS personnel. PLAN components include course development, enrollment, attendance, class/section evaluation, monitoring, record keeping, reporting, and communication.

5.0 IN-SERVICE REQUIREMENTS:

- 5.1 Required in-service hours: Teachers in the State of Tennessee are required to complete a minimum of five days or 30 hours of in-service education as part of their 200-day calendar, (State Department of Education – T.C.A. §49-6-3004). These days appear on the Montgomery County School System calendar as follows:
- 5.1.1 Two (2) required, non-elective days in-service days built into calendar: These two days (12 hours) appear on the School Calendar as “Scheduled In-service Planning Days” and are conducted at individual schools at the beginning of the school year.
- 5.1.2 Three (3) required but elective in-service days: These three days (18 hours) are typically annotated on the School Calendar during the week of Spring Break. This time is made up outside the contract calendar (summer, weekends or before/after the contracted school day). Teachers choose from approved local or out-of-system activities.



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5.1.3 It is recommended that teachers complete at least one-third of their required elective in-service hours by attending professional development facilitated by a CMCSS expert in their content area or area of refinement. (See 6.0, 7.0, and 14.0.)

5.1.4 Of the required training hours, all employees of each LEA shall attend the annual in-service training in suicide prevention, which is required to be provided to teachers and principals in accordance with T.C.A. §49-6-3004(c)(1) or other equivalent training.

5.2 Individual differences: Individual in-service requirements vary based on the total number of calendar days an individual works during the school year. Examples are late hires, percentage contracts, and reduced work calendar due to approved leave of absence or sick leave.

5.3 Award of Credit: Unless otherwise specified, credit is granted at the rate of one hour of in-service credit per hour of participation or percentage thereof.

6.0 APPROVABLE IN-SERVICE ACTIVITIES:

6.1 Professional Learning Activities (PLAs) based on the identified/assessed needs of teachers, students, or schools.

6.2 PLAs assigned for teacher improvement as determined by building administrators through the teacher evaluation process.

6.3 PLAs designed for the development and coordination of system and school-wide curriculum, assessment, and other activities to improve student achievement.

6.4 Custom PLAs may be approved for in-service credit if they meet the criteria in Sections 6.1, 6.2 or 6.3 above.

6.4.1 Custom PLAs may occur at the classroom level, school level, or district level; they may also be sponsored by outside agencies, institutions, or organizations. (See Section 12.0 below for details).

6.4.2 Custom activities must be PRE-APPROVED by the Principal or Immediate Supervisor.

6.4.3 Custom Professional Learning Activities Approval Form ([PRD-F005](#)) provides guidance on how to develop and submit a custom activity for approval.

6.4.4 Any activity that is **not** listed in the PLAN course catalog is considered a custom activity and is subject to the approval procedures. [For out of system Custom PLAs, see Section 12.0].

7.0 AWARD OF IN-SERVICE CREDIT FOR SPECIAL ACTIVITIES: Teachers may receive in-service credit for special activities as outlined below. As with all in-service, only those hours completed outside the official school day for activities may be claimed for in-service credit.



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- 7.1 Presenter Preparation Credit – Presenters who are not receiving a stipend for planning a PLA may receive in-service credit equal to the length of the PLA for planning time to prepare PLAs held within the district. For example, for a three-hour session, presenters may receive an additional three hours of in-service credit ((total of six hours credit for the activity).
- 7.1.1 Presenter Preparation Credit for a routine or recurring class both for in-service or staff development days may only be given by the Director of Professional Learning or the appropriate supervisor, who may alter the amount of Presenter Preparation Credit at their discretion.
- 7.2 In-service credit may be awarded as an exception when teachers, through invitation or through proposal submission, present at professional conferences outside the district. Credit for these presentations must be approved through the completion process of Form PRD-F005 (See Section 12.0).
- 7.2.1 On occasion, the district pays for teachers to attend training with the agreement that they will provide the training to others when they return. The Director/Coordinator who is directing/funding this attendance will contact the Director of Professional Learning who will ensure the teacher is aware of the expectations for providing district-level trainings.
- 7.2.2 Typically, these teachers will receive Presenter Preparation Credit for the initial training sessions and regular in-service for subsequent sessions (See 7.1 and 7.1.1 above).
- 7.2.3 Subject to availability of funds, teachers may receive a stipend for delivery of such trainings. No in-service credit will be awarded when an individual receives a stipend for the delivery of such training. (Reference PLA Stipend Guidelines, PRD-G004).
- 7.2.4 Presenter Preparation credit is not awarded for instructing custom activities sponsored by outside agencies, institutions, or organizations.
- 7.3 Instructor/Presenter Preparation Credit for “Staff Development Day Activities Preparation” - Teachers who develop special instructional presentations for Staff Development Days may receive in-service credit equal to the amount of time for the presentation if preparation provides growth, learning, and development opportunity in the teacher’s area of instruction.
- 7.3.1 To receive this credit, the teacher logs on to PLAN and completes the information on the Presenter Credit tab to make the request. Such requests will be verified according to these guidelines and in-service credit awarded as appropriate.
- 7.3.2 This Instructor/Presenter Credit may be withheld at the discretion of the Director of Professional Learning or the appropriate supervisor if the training is determined to



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be 'routine' or 'recurring,' thus reducing the instructor's/presenter's preparation time and potential for new learning.

- 7.4 Teachers who serve as the Building Level Partners in Education (PIE) Representative(s) will receive a maximum of 3 hours of in-service credit if they attend the PIE activities.
- 7.5 Teachers who represent the school as a member of the Teacher Advisory Group will receive up to 3 hours of in-service credit, depending on the number of meetings attended.
- 7.6 Evaluation (Adoption Years) – Up to 2 hours in-service credit may be awarded for teacher participation in district textbook evaluation. The appropriate Director of Curriculum and Instruction approves the award of this credit. Participation logs/appropriate supporting documentation are maintained at the district level.
- 7.7 Building Level Leadership Team – Up to 12 hours of in-service credit may be approved with a plan submitted by the building principal as a site-based activity or "Course" to be published on PLAN. The building principal must approve this credit. Participation logs/appropriate supporting documentation must be maintained at the building level, with a summary of hours submitted to Professional Learning by April 15th. Professional Learning will issue credit.
- 7.8 Support Team and 504 Committee – Committee members may receive up to 12 hours credit. The building principal must approve this credit. Participation logs/appropriate supporting documentation must be maintained at the building, with a summary of hours submitted to Professional Learning by April 15th of the school year to receive in-service credit. Professional Learning will issue credit.
- 7.9 Gifted Teams – Chairperson may receive up to 6 hours of in-service credit. Team members may receive up to 3 hours of in-service credit. The building principal must approve this credit. Participation logs/appropriate supporting documentation must be maintained at the building, with a summary of hours submitted to Professional Learning by April 15th of the school year to receive in-service credit. Professional Learning will issue credit.
- 7.10 Building Level Energy Champion – Up to 3 hours of in-service credit may be approved for participation in the three scheduled one-hour district level meetings held during the school year. Only the designated building representative or "Energy Champion" may enroll in this class/section on PLAN. Announcements of the meeting and the content will be made via PLAN and Operations Staff.
- 7.11 Coaches Handbook – Teachers with supplemental coaching appointments may receive credit for either the school level coaches handbook training or the district coaches symposium for a maximum of 3 hours credit. Coaches may not receive credit for attending both activities.

8.0 AWARD OF ADDITIONAL IN-SERVICE CREDIT FOR SPECIAL ACTIVITIES:



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8.1 Level Director approval is required for the award of in-service credit above the maximum number of hours listed for special activities in Section 7.0 above. To request the award of additional credit, principals must provide justification as to how the special activities warrant additional credit. A direct relationship must exist between the special activities and the new professional learning of the individual(s) receiving additional in-service credit.

9.0 NON-APPROVABLE ACTIVITIES:

9.1 Credit for activities that are not related to or supportive of the teacher's current teaching assignment may be withheld or removed at the discretion of the Director of Professional Learning or designee if the PLA is not related to the teacher's current teaching assignment. (See 5.1.2).

9.2 Parent-teacher conferences.

9.3 Teachers working in classrooms on administrative tasks such as recording grades on permanent record forms.

9.4 Activities that are one's daily duties conducted outside the scope of the school day (e.g. meeting or working with parents or students, leading financial aid work sessions, preparing testing materials, and planning and preparing one's own lessons and units of study, etc.)

9.5 Professional association business and social meetings.

9.6 Coaching clinics/cheerleading clinics.

9.7 Classes taken for college credit, regardless of the purpose of the course or the degree being pursued

9.8 Travel/visits to historic locations and/or museums.

9.9 Non-academic school support activities (e.g. Kindergarten Round-up, Jump Start, Open House, Freshman Orientation, etc.)

9.10 Preparation for, attendance at, or judging of spelling bees, math-a-thons, or like activities.

9.11 Participation in community activities, festivals, health fairs, etc.

9.12 Special staff assignments such as elementary school yearbook.

9.13 Any class/section that has been completed in the past for in-service credit. If repeating a class/section, the subsequent classes/sections will be for training credit, not in-service credit.

9.14 Travel time to and from out-of-district PLAs.

9.15 Meal times during the activities, unless explicitly stated as a working meal in the agenda.



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10.0 SPECIFIC DAYS FOR WHICH IN-SERVICE CREDIT IS NOT GRANTED

- 10.1 Regular Teaching Days: These days that are regular, contractually paid teaching day.
- 10.2 Professional Leave Days: These days are regular, contractually paid teaching day.
- 10.3 Paid Activities: Activities for which a teacher receives a stipend for professional growth participation or receives monetary compensation as a paid consultant.
- 10.4 Staff Development Days: These days are regular, contractually paid teacher days.

11.0 REGISTRATION/ATTENDANCE/CANCELLATION:

- 11.1 Activities are listed in the course catalog on the Professional Learning Activities Network (PLAN) and can be accessed by visiting Professional Learning section under the faculty/staff tab on the CMCSS website.
- 11.2 Teachers are required to attend the activities for which they are registered.
- 11.3 Except in emergency situations, teachers are expected to “cancel” the registration for a class/section 72 hours in advance of the class/section start date. Documentation of emergencies should be provided to Professional Learning.
- 11.4 Individuals who fail to attend or cancel a scheduled in-service activity may be assessed a \$30.00 non-participation fee. The In-service Cancellation Procedure ([PRD-P003](#)) addresses the process for course cancellation and docking of pay.
- 11.5 Compliance with these guidelines is part of a teacher’s professional responsibilities. The teacher’s principal may be notified in the event an individual is a repeated no show to sessions for which he or she has registered or who fails to withdraw from scheduled sessions in accordance with these guidelines.

12.0 CUSTOM PROFESSIONAL LEARNING ACTIVITIES (PLAs) – OUT OF SYSTEM:

- 12.1 Teachers who wish to participate in custom PLAs sponsored by outside agencies, institutions, or organizations for in-service credit must complete the Custom Professional Learning Activity Approval Form ([PRD-F005](#)) and submit it to the principal/supervisor for approval PRIOR TO the activity. Principals will deny/disapprove participation in any custom activity that does not align with the individual’s teaching assignment and/or professional growth plan.
- 12.2 Upon completion of the out-of-system custom activity, the teacher must submit proof of attendance and the pre-approved form to Professional Learning and enter the custom activity on PLAN.



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12.3 Teachers may receive credit for out-of-system custom activities for which tuition is paid (i.e. AP workshops, arts academies) provided the activity does not occur on any of the days as outlined in 10.0 above. (Specific days for which in-service is not granted.)

12.4 Credit is granted at the rate of one hour of in-service credit per hour of participation.

13.0 USE OF LEAVE DAYS:

13.1 Personal leave may not be substituted for incomplete in-service hours.

13.2 Teachers may use personal leave days to attend in-service activities. Use of Personal Leave days for in-service activities requires principal/supervisor and Director of Professional Learning approval. To obtain approval, teachers must complete Custom Professional Learning Activity Approval Form ([PRD-F005](#)) and Personal Leave for In-Service Credit Form ([PAY-F021](#)). Once completed, teachers should submit both forms to building principal/supervisor for approval and then to the Director of Professional Learning for final approval.

13.3 In-service requirements are based on the regular teacher's calendar of 200 paid days; therefore, the number of required in-service hours is not reduced if the teacher is paid for sick leave. Unpaid leave of absence reduces the required number of in-service hours by 3.0 hours per 30 full days of unpaid leave of absence. Teachers on leave should refer to [PRD-G005](#) for specific in-service requirements while on paid or unpaid leave.

13.4 Leave without pay cannot be used to meet in-service requirements except in rare and unusual circumstances as approved by Human Resources.

14.0 DENIAL OF IN-SERVICE PARTICIPATION:

14.1 Principals may deny/disapprove participation in any PLA that does not align with the individual's teaching assignment and/or professional growth plan.

14.2 The Director of Professional Learning reserves the right to deny individuals access to specific training activities based on their previous in-service activities.

14.3 Instructors/Presenters have the right to restrict the participant audience based on teaching assignment, content area, grade level, topic, or availability of resources in any instructor-led/presenter-led or web-based classes.

14.3.1 Instructors/Presenters may ask teachers to cancel or leave classes/sections from which they have been restricted.

14.3.2 Participation will also be denied to individuals who circumvent the waitlist and attempt to attend training without following proper enrollment procedures via the use of PLAN.

15.0 COMPLETION OF IN-SERVICE REQUIREMENTS:



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- 15.1 CMCSS In-service Requirements and Completion Policy ([HUM-A050](#)) and In-service Hours Reporting Procedure ([CER-P003](#)) provide further information regarding in-service requirements and completion.
- 15.2 Completion of in-service hours is a State requirement. All required in-service hours must be completed during the current school year (by the last day of school). The number of hours required is based on hire date, percent employment, and/or leave taken during a school year.
- 15.3 In-service hours in excess of the required minimum may be counted for the purposes of teacher license recertification.
- 15.4 Teachers may not accumulate in-service hours in excess of the required minimum from one year to the next to apply toward the following year's in-service requirements. The minimum requirement must be completed within the teacher calendar year, as these days are part of the school year calendar and are built in and paid within that school year. Teachers may begin earning in-service hours to be applied to the forthcoming school year beginning the day after the previous school year ends.

16.0 FAILURE TO COMPLETE IN-SERVICE REQUIREMENTS:

- 16.1 Failure to participate in in-service training programs in the teaching calendar year is considered neglect of duty, as it constitutes failure to comply with state requirements and district guidelines. Consequences for not completing in-service requirements are 1) First Offense: Written letter of reprimand, loss of pay based on number of delinquent hours, 2) Second Offense: Written letter of reprimand, loss of pay based on the number of delinquent hours, and suspension or charges for dismissal may be brought forward, and 3) Third Offense: Charges for dismissal may be brought forward and loss of pay based on the number of delinquent hours.

17.0 AUDITING OF PARTICIPATION LOGS:

- 17.1 Participation logs/appropriate supporting documentation maintained at the building level are subject to audit by Professional Learning. Up to seven schools per year may be randomly selected for audit for quality assurance purposes to verify accuracy of the award of related in-service credit.

18.0 PERFORMANCE MEASURES:

- 18.1 Desired State/Goal is 100% in-service completion.

19.0 ASSOCIATED DOCUMENTS:

- 19.1 CMCSS In-Service Requirements and Completion Policy ([HUM-A050](#))
- 19.2 In-Service Hours Reporting Procedure ([CER-P003](#))
- 19.3 PLAN Course Creation Template ([PRD-F001](#))



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- 19.4 Custom Professional Learning Activity Approval Form ([PRD-F005](#))
- 19.5 Request for Approval of Professional Learning Projects ([PRD-F012](#))
- 19.6 In-Service Cancellation Past Withdrawal Deadline Procedure ([PRD-P003](#))
- 19.7 Personal Leave for In-Service Credit ([PAY-F021](#))
- 19.8 In-Service Participation Options While on Leave of Absence or FMLA ([PRD-G005](#))
- 19.9 Professional Learning Activities (PLA) Stipend Guidelines ([PRD-G004](#))

21.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Custom Professional Learning Activity Approval Form (PRD-F005)	Current year maintained in PL Administrative Office; past years maintained in PL Storage Room.	Ten years (due to requests for transcript verification).	Shredded	Key control/ limited distribution of keys to storage room.

22.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/08/06		Initial Release
7/25/07	A	Emphasizes need to withdraw from training sessions if individual cannot attend. Adds provision to assess a non-participation fee for failure to withdraw from both in class and online courses. Adds provision for the award of additional in-service credit for special activities for which teachers receive local credit. Adds provision to deny individuals access to training activities based on prior participation in such activities.
1/22/08	B	Add Component 3, Implementation Year 1 and Note 1 to 9.3



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7/01/08	C	<p>Changes document from 'guidelines' to 'procedure'.</p> <p>Expands definition of non-approvable activities; clarifies non-approvable activities.</p> <p>Provides mechanism for approval of special projects for in-service credit approval.</p> <p>Clarifies required hours in relation to use of paid sick leave for leave of absence.</p> <p>Adds clarification for the addition of credit in support of mentors and mentees involved in the new teacher induction program.</p> <p>Change CPR Guidelines: The majority of in-service should be devoted to professional development activities related to curriculum and instruction.</p>
08/14/09	D	<p>Limits 10-hour CPR Training to select personnel (job specific).</p> <p>Clarifies purpose of site-based activities and process for teachers to attend site-based activities at a school other than school of record.</p> <p>Changes some special activities record-keeping responsibility, requiring documentation to be maintained at the building-level (See Section #6).</p> <p>Clarifies that non-district sponsored on-line courses are considered 'out-of-system' in-service activities and require the same approval process.</p> <p>Tightens requirements for withdrawal from classes from 48 to 72 hours notices and clarifies reasons considered legitimate for cancellations with less than 72 hours notice.</p> <p>Grants instructors authority to limit participation in training offerings to subject area people and/or selected audiences based on the purpose or content of the offering.</p>
4/12/10	E	<p>Instructions for in-service credit for School Improvement Program Components deleted because of changes in SIPS to be proposed by the State Department of Education in the Summer of 2010.</p> <p>Clarifies the request of Personal Leave to participate in in-service activities is not allowable as teacher would be paid twice for the day.</p>
9/7/10	F	<p>Clarifies with principal approval, select individuals may receive up to 10 hours of in-service credit for CPR classes for infant, child, and adult, through Out-of-System activities as there will be no such In-System offerings this year.</p> <p>Clarifies award of Instructor Credit for individuals who as a result of the district funding or partially funding the travel and/or fees for select teachers to attend professional development opportunities upon completion of which district-level trainings will be conducted.</p>



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Adds provision for Building Principal to withhold the award of instructor credit for “Staff Development Day Activities” Preparation Coordinator in the event the content of training is determined to be ‘routine’ or ‘recurring,’ thus significantly reducing the amount of preparation time and new learning for the instructor/facilitator.

Adds award of in-service credit for teachers who serve as Building Level PowerSchool Point of Contact.

Expands definition of a ‘mentee’ for new teacher mentoring activities.

Changes the date mentoring activities in-service credit must be processed through PLAN from May 1st to April 15th.

Adds the award of in-service credit for participation on Gifted Teams and clarifies the amount credit awarded for various team roles.

Clarifies the award of in-service credit for SY 2010-11 for participation on School Improvement Plan Committees based on SDE TSIPP Submission Schedule (060710)

Adds award of in-service credit for serving as Building Level Energy Champion.

Clarifies that Principals will deny/disapprove participation in out-of-system in-service activities that do not align with the individual’s teaching and/or development growth plan.

Strengthens instructors’ role in denying participation to individuals when participation in the activity is not aligned with the individual’s teacher assignment or is an inappropriate use of district resources for training that particular individual.

Also strengthens denial to attend if individuals circumvent the waitlist procedure established on PLAN.

Adds auditing of participation logs/appropriate supporting documentation of in-service records maintained at the building level for quality assurance of award of in-service credit.

5/16/11 G Clarified district responsibilities for CPR certification & recertification.

Adds requirement of doctor’s note to request sick leave in extreme cases of legitimate illness.

Removes reference to minimum number of hours in-service credit for mentor activities and clarifies maximum hours that may be earned per semester.



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		<p>Adds breach of contract to 16.5 for failure to participate.</p> <p>Removes Personal Leave Days from list of days for which in-service may not be granted.</p>
2/22/12	H	<p>Changed "Chairperson" to "Member" on page 5.</p>
9/26/12	I	<p>Clarifies that Principals may deny/disapprove participation in out-of-system in-service activities that do not align with the individual's teaching and/or development growth plan.</p> <p>Strengthens instructors' role in denying participation to individuals when participation in the activity is not aligned with the individual's teacher assignment or is an inappropriate use of district resources for training that particular individual.</p> <p>Also strengthens denial to attend if individuals circumvent the waitlist procedure established on PLAN.</p> <p>Adds auditing of participation logs/appropriate supporting documentation of in-service records maintained at the building level for quality assurance of award of in-service credit.</p> <p>Changes the list of approvable activities, as they no longer reflect State requirements due to changes in Tennessee Code Annotated. Approvable activities now reflect both changes in Tennessee Code Annotated and local strategic work.</p> <p>Removes the activity of unpaid consultant out of school system as an approvable activity for in-service credit in CMCSS as outside consultant activities do not necessarily assume professional growth for the presenter.</p> <p>Removes the Point of Contact for Power School for in-service credit, as this role is no longer needed.</p> <p>Changes the approval scope of CPR Certification as approvable activity in-service credit only for certified employees who require this training for their specific job assignments.</p> <p>Adds the approval of MTSU on-line courses be expanded to include both the Principal and Professional Development Coordinator to ensure the subject matter aligns with school and district work as well as the teacher's individual professional growth objectives and not as a fill in to complete hours of credit.</p> <p>Combines sections 9.0 and 10.0 Days for Which In-service is not granted to Non-Approvable Activities to consolidate these similar titles.</p>



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Adds the use of Personal Leave for in-service credit. The reason is that it has a cash value that can be obtained within the year if not used or it converts to sick leave that has a cash value at the time of retirement. A personal leave day cancels out an in-service day. One is paid now for a regular the in-service and has the personal leave day removed. An in-service day is noted as complete on the teacher's PLAN transcript and the Request for In-service Approval is placed on file with the Professional Development Office.

Clarifies the award of in-service credit for SY 2012-13 for participation on School Improvement Plan Committees based on current SDE TSIPP Submission Schedule that may be modified by the State.

Modifies the reason for disciplinary action for non-completion of in-service to neglect of duty and clarifies procedure for Second Offense.

- 5/29/2013 J Removes reference to 10-hour Red Cross CPR Class, as this class has not been offered for three years and is no longer a relevant reference.
- Deleted Building Level Power School Point of Contact, as that role is no longer needed.
- Changed Support Team and 504 Team Committee members to 12 hours instead of 6 due to principal feedback.
- Modified hours credit for School Improvement Plan, Elementary/Focus Elementary to correspond with Middle and High as aligned with State requirements of elementary committees.
- Clarified activities that are an extension of one's daily duties to specifically detail school counselors' additional duties that are not allowable for in-service credit.
- Clarifies for understanding, the use of in-service hours completed above the minimum requirement for the use of recertification and clarifies that hours may not be accumulated in one year to be used for the forthcoming year's minimum requirement.
- Modifies consequences for Failure to Complete In-service Requirements: Third Offense inserted the words "**may be** brought forward" to allow for addressing individual cases.
- 5/27/14 K Add terminology "Professional Learning Activities"
- Update of 5.0 Approvable In-Service Activities



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		6.0 Award of In-Service Credit for Special Activities – update of terminology; removed Mentoring Activities; added summary submission date to 6.6; 6.9 SIP Committee-removed 2013-2014 credit information.
		Removed section Award of Credit for On-Line In-Service Activities
		Separated sections Non-approvable Activities and Specific days for which In-service credit is not granted; updated information under each section
		Combined sections Registration/Attendance/Cancellation
		11.0 Update of terminology
		12.3 Teacher calendar changed to 200 paid days
		13.0 Remove Instructional Technology Coordinator
		14.0 Completion of In-Service Evaluations – combined bullets to reduce unneeded information
		15.0 Completion of In-Service Requirements – 15.2 change to State requirement; change contract to school year
		15.0 Failure to Complete In-Service Requirements – comply with state requirements and district guidelines; clarify offenses
11/11/15	L	6.1 Instructor Credit for In-Service Activities – Add that credit may be awarded for instruction out-of-district activities via the submission of Form PRD-F005. 12.1 Added guidance for in-service participation while on leave of absence or FMLA and associated document PRD-G005 In-service Participation Options While on Leave of Absence or FMLA.
2/15/16	M	6.9 Removed sentence referring to State Department of Education. Removed “Teachers who help...” since it is covered by regular committee members. Updated credit hours for each category.
3/16/16	N	Added 4.0 Definitions. Inserted 5.1.3 and 5.1.4. added lead-in to first sentence of 7.1 to clarify award of credit if stipend is paid. Changed “Instructional Technology Coordinator” to “appropriate supervisor” throughout. Changed 7.2.1 to current process for receiving credit. Added “depending on number of meetings” to 7.5 for clarification. Updated School Improvement Plan/Accreditation Committee for current year. Updates terminology for class, facilitator, and instructor to reflect terminology used in TrueNorthLogic’s Professional Development Management System, PLAN, to reflect that a “class” is now a “section,” a “facilitator” is now an “instructor,” and an “instructor” is now a “presenter.”



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| 4/6/16 | O | 4.2 added. 5.1.4 removed. Updated definition of Professional Leave Days, 10.2. Added PRD-G004 to associated documents. |
| 2/1/18 | P | <p>Language changed throughout the document to align with current district language to include: Director of Professional Learning replaces Professional Development, CMCSS Teacher Calendar replaces the generic use of “calendar” used to determine in-service requirements.</p> <p>Updated procedures for requesting credit for Presenter Preparation Credit.</p> <p>Added under 5.0 In-service Requirements that Suicide Prevention is required by the State of Tennessee.</p> <p>Under 5.0, cited Tennessee Code Annotated section referencing in-service requirements for the State of Tennessee.</p> <p>Under 7.0 – replaced and clarified that “double credit” is Presenter Credit. Clarified a maximum of 3 hours of in-service credit will be earned for the Coaches Handbook.</p> <p>Under 9.0 replaced “Rivers and Spires” language with the broader and more inclusive term “community festivals.”</p> <p>Deleted Request for Approval of Professional Learning Projects (PRD-F012) from the list of retained documents as it is now obsolete and no longer in use.</p> <p>Deleted Professional Development Activity Plan (PRD-F001) from the list of retained documents as this form has been renamed and is a working document not to be retained.</p> |

*** * * E N D O F P R O C E D U R E * * ***