ACADEMY WITHIN CPE TRACKER

Revised August 30, 2010

PLEASE NOTE: ALL FORMS SHOWN ON THIS KEYNOTE PRESENTATION CAN BE FOUND AS FILES LOCATED ON THE ACT 48 WEBSITE.

Rules Governing Academy Course Options

RULES GOVERNING ACADEMY COURSE OPTIONS

Total Requirement: The equivalent of three contractual days.
Credit hours refer to Academy Flex Hours. These hours must be submitted in 3-hour increments. A contractual day will be defined as 2 Academy courses. An academy course is defined as:
3 Hours of Study + ½ Hour of Independent time = 1 Credit = 1 Academy Course = ½ Academy Flex Day

Note: Independent Time is the time that is allotted to complete the necessary paperwork including surveys when applicable.

Academy hours and Act 48

12 hours of the 18 hour requirement must meet Act 48 requirements in order to count for Academy hours. Six (6) hours may be for non Act 48 activities that still meet the district Strategic Plan Goals. Please see the separate guidelines and forms for these types of Academy activities.

Programs or workshops taken for Act 48 credit that are scheduled for less than 3 hour time frames must be submitted in 3 hour increments. Possible ways to complete the 3 hour requirement includes developing a special lesson plan or giving a workshop to share the information or a similar activity.

Academy Courses. Register for Academy courses online at www.cpetracker.org.
Instructors of Act 48 qualified Academies will be issued a stipend of $75 per course for preparation and will also earn credit hours. Assistants receive no stipend but earn credit hours for each course. (One instructor or one instructor and one assistant per Act 48 qualified Academy.) Note: There is a minimum of 6 participants for an Academy course to take place.

Approved Independent Study or Group Study. No paid instructor is involved. You may earn more than one course credit if requested and approved by your building principal. Video or online instruction is permitted. Application must be filed and Pre-approval by your building principal is <u>required</u>. Independent or group study must be staff development as defined in the goal areas of our Act 48 Plan.

Instructed Small Group. This refers to any course not listed on CPE Tracker but would be developed by show of interest and approval of Director's of Elementary or Secondary Education. This course would have to be advertised to all in order for an instructor to be paid.

I.U. or College Courses.* Credit is issued based on the number of hours attended and pre-approval of building principal.

I.U. Summer Staff Development.* These classes are funded through conference funds and can count as Academy time. *Principal's pre-approval is necessary.*

Weekend or Evening Courses.* These classes are funded through conference funds and are eligible for Academy time. *Principal's pre-approval is necessary.*

Differentiated Instruction Requirement. Six of the eighteen required Academy hours must center on differentiated instruction. DI requirements do not apply to non-instructional personnel such as counselors, psychologists, and nurses.

Technology Requirement. Six hours must center on technology. Most technology academies would also emphasize differentiation of instruction. Technology classes beyond entry level will fulfill the requirement for both Technology <u>and</u> Differentiated Instruction as indicated by **T/DI** preceding the title.

Other.* Other courses are subject to pre-approval by Director of Elementary or Secondary Education.

Note: This information is available on the server under:
Faculty/Professional Development/Academy Rules

Rules Governing Academy Course Options (Cont.)

Non Act 48 Academy. Up to 6 hours of the 18 hours can be utilized for non Act 48 qualifying activities under the following conditions:

* The form "Academy Credit not for Act 48 Application" must be completed for the requested hours. Activities must be at least one hour in length.

* The activity must be pre-approved by either the Director of Elementary Education (K – 6 teachers) or the Director of Secondary Education (7 – 12 teachers) first to ensure that it meets a Strategic Plan goal

* After receiving approval from the appropriate Director of Education, it must be approved by your Principal to ensure that it meets building level goals and your personal goals.

* No instructor payment will be given for these activities

* These hours are intended for activities that enhance the educational process. Examples include: Updating a website, loading material into Blackboard Courses, Reviewing previously learned material.

* Do not complete tasks prior to approval as both the activity and number of hours awarded are subject to approval. Completion of tasks without approval places the individual at risk of not being awarded credit.

*Courses may not be used for salary advancement or be part of a District-approved master's or master's equivalency program.

\ In selecting classes, one needs to consider his/her area of certification (content), individual needs and the district's strategic plan goals.

\ Any classes attended outside of the Southern Lehigh Academy or any Alternative Studies must be followed up with the submission of the *Reflection of Professional Education Experience Conference/Alternative Study Attendance* form to your building principal.

\ In deference to Academy instructors, staff members are required to *unregister* in CPE Tracker or call the Curriculum Office or instructor if unable to attend.

\ **During the course of the year, you have the opportunity to choose your Academy courses. If you have not completed your Academy requirements including submitting all required reflection form(s) to the Curriculum Office *by MAY 15*, you will need to attend the provided courses on the last teacher days.**

- **It is your responsibility to see that your hours are recorded on CPE Tracker and that reflection form(s) have been received by the Curriculum Office. This is not the responsibility of the Curriculum Office.**

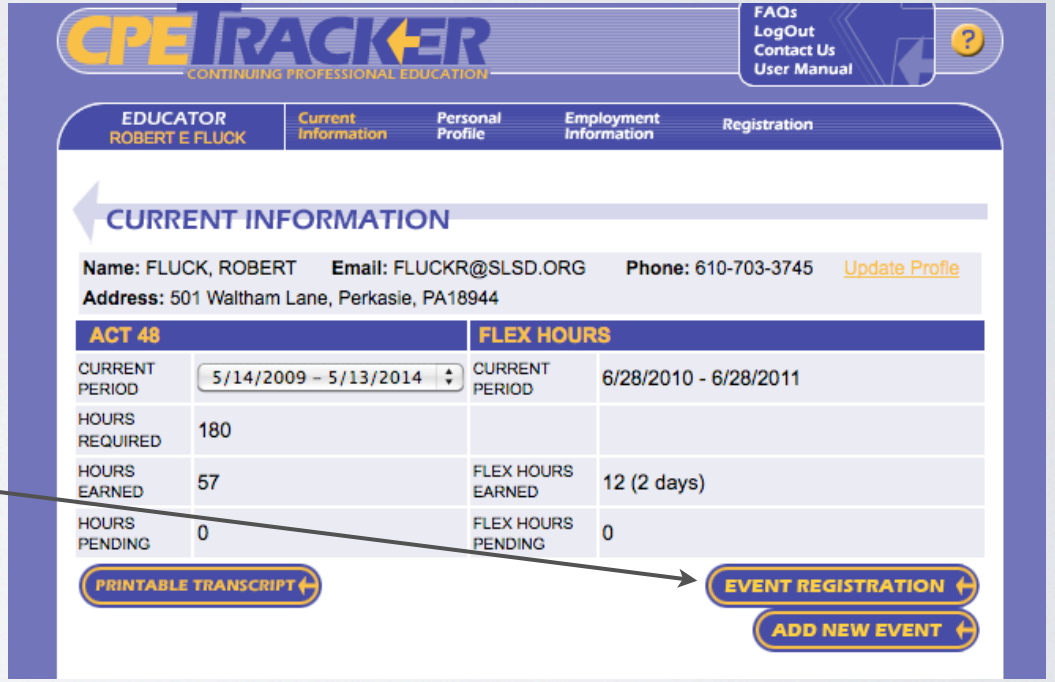
Note: This information is available on the server under:
Faculty/Professional Development/Academy Rules

HOW TO SIGN UP FOR AN OFFERED ACADEMY

- Go to CPE tracker under the Staff Center on the SLSD website or click here
- Sign in to CPE tracker

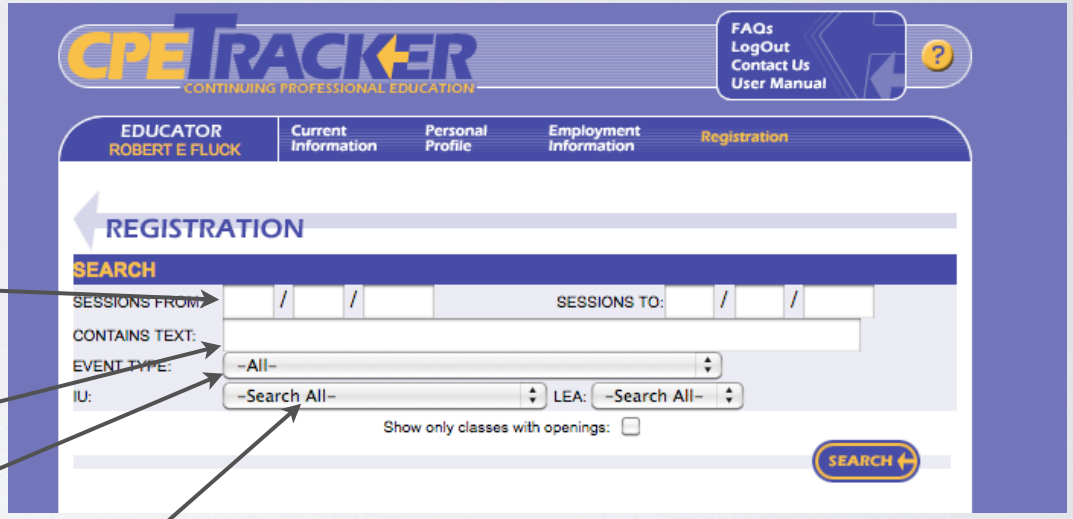
SIGN UP FOR AN ACADEMY STEP 2

- Click on Event Registration



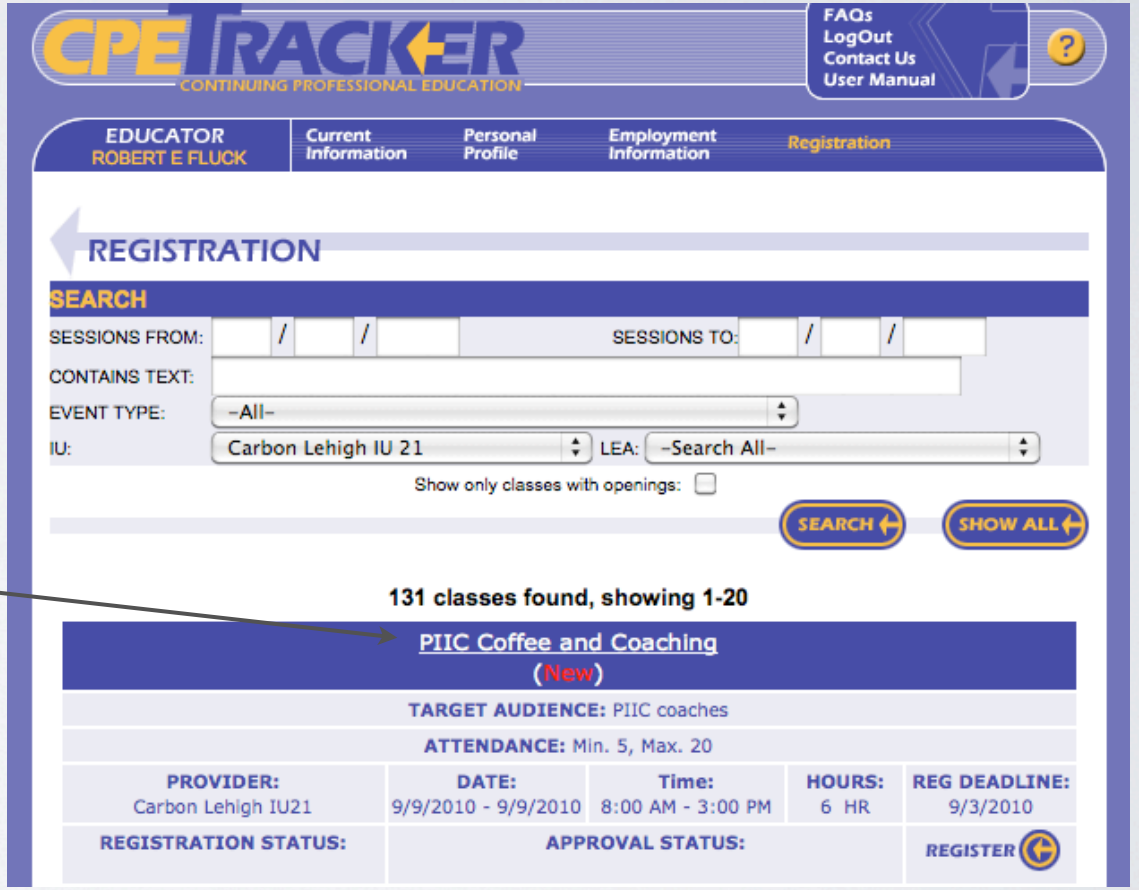
SIGN UP FOR AN ACADEMY STEP 3

- Enter your search criteria
- Dates
- Contains text (if you know the name of the event)
- Event type
- IU-21 LEA-Southern Lehigh SD



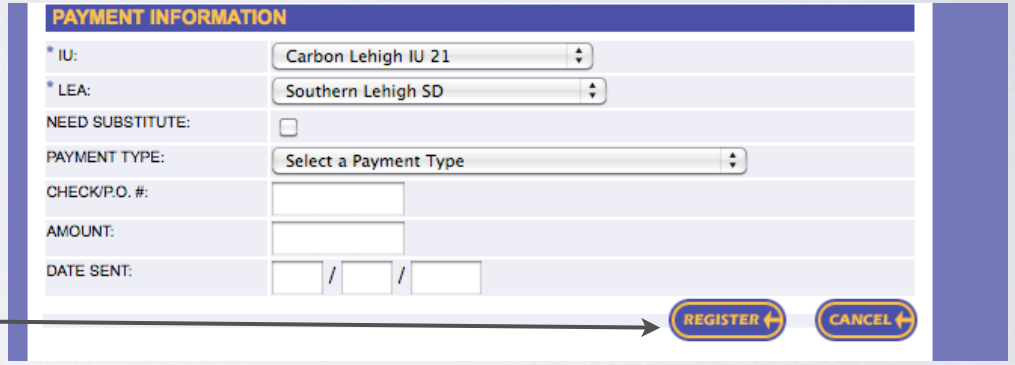
SIGN UP FOR AN ACADEMY STEP 4

- Click on event for registration



SIGN UP FOR AN ACADEMY STEP 5

- Click Register



- Your registration will be sent for approval to your first level approval.

RULES GOVERNING ACT 48 ALLOWABLE ACTIVITIES

III. PROFESSIONAL EDUCATION CRITERIA

For the information of professional development providers who seek approval from the PA Department of Education or from a school entity, all approved Act 48 professional development shall meet the following Pennsylvania Professional Education Criteria:

A. Professional development decisions are based on state student data and evaluated using state student data. Approved professional development:

A1. Uses disaggregated student data to determine educators' learning priorities

A2. Is evaluated to show its impact on teaching practice and student learning

B. Professional development activities have content that will increase student learning. Approved professional development:

For classroom teachers, guidance counselors and education specialists:

B1. Enhances the educator's content knowledge in the area of the educator's certification or assignment

B2. Increases the educator's teaching skills based on research on effective practice

B3. Provides educators with a variety of classroom-based assessment skills and the skills needed to analyze and use data in instructional decision-making

B4. Empowers educators to work effectively with parent and community partners

For school and district administrators and other educators seeking leadership roles:

B5. Provides the knowledge and skills to think and plan strategically, ensuring that assessments, curriculum, instruction, staff professional education, teaching materials and interventions for struggling students are aligned to each other as well as to Pennsylvania's academic standards

B6. Provides leaders with the ability to access and use appropriate data to inform decision-making

B7. Empowers leaders to create a culture of teaching and learning, with an emphasis on learning

B8. Instructs the leader in managing resources for effective results

C. Professional development is provided through a process that is most likely to result in sustained school improvement. Approved professional development:

C1. Is set out in a plan that is updated annually by the Act 48 committee after the committee critically evaluates the prior year's:

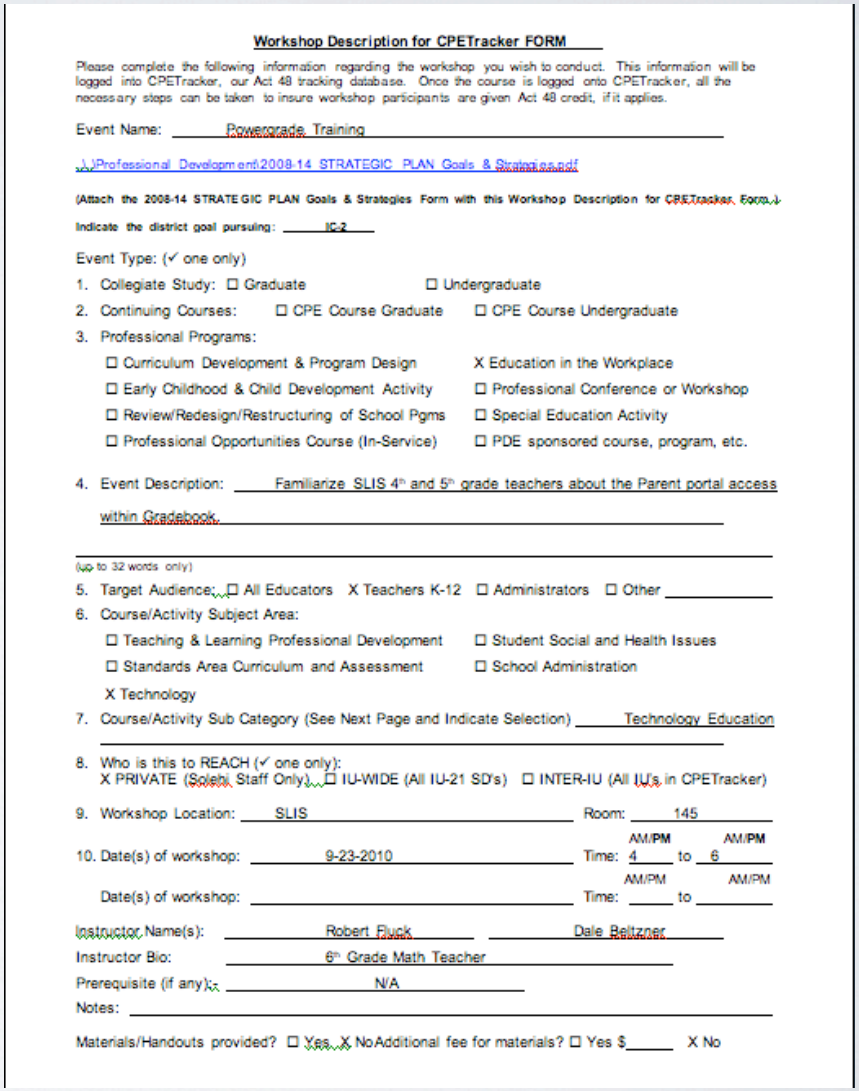
- student data or Intermediate Units' regional student data ,
- professional education activities, and
- the feedback/evaluation of those activities

C2. Is based on knowledge of adult learning styles

C3. Is tailored to each stage of an educator's career, differentiating between the needs of novice and experienced professionals.

CREATING AN ACADEMY YOU ARE GOING TO TEACH

- The first and most important part of creating an academy is completing the Workshop Description for CPETracker Form.
- This form is located under the T: \forms\professional development
- When finished please e-mail a copy or send a hard copy to the Curriculum Office. The Curriculum Office secretary will enter the event after the appropriate Director of Education approves the Academy.



Workshop Description for CPETracker FORM

Please complete the following information regarding the workshop you wish to conduct. This information will be logged into CPETracker, our Act 48 tracking database. Once the course is logged onto CPETracker, all the necessary steps can be taken to insure workshop participants are given Act 48 credit, if it applies.

Event Name: Powergrade Training

..\Professional Development\2008-14 STRATEGIC PLAN Goals & Strategies.pdf

(Attach the 2008-14 STRATEGIC PLAN Goals & Strategies Form with this Workshop Description for CPETracker, Form.)

Indicate the district goal pursuing: IC-2

Event Type: (✓ one only)

1. Collegiate Study: ☐ Graduate ☐ Undergraduate
2. Continuing Courses: ☐ CPE Course Graduate ☐ CPE Course Undergraduate
3. Professional Programs:
   - ☐ Curriculum Development & Program Design
   - X Education in the Workplace
   - ☐ Early Childhood & Child Development Activity
   - ☐ Professional Conference or Workshop
   - ☐ Review/Redesign/Restructuring of School Pgms
   - ☐ Special Education Activity
   - ☐ Professional Opportunities Course (In-Service)
   - ☐ PDE sponsored course, program, etc.
4. Event Description: Familiarize SLIS 4th and 5th grade teachers about the Parent portal access within Gradebook.

(up to 32 words only)

5. Target Audience: ☐ All Educators X Teachers K-12 ☐ Administrators ☐ Other _____
6. Course/Activity Subject Area:
   - ☐ Teaching & Learning Professional Development
   - ☐ Student Social and Health Issues
   - ☐ Standards Area Curriculum and Assessment
   - ☐ School Administration
   - X Technology
7. Course/Activity Sub Category (See Next Page and Indicate Selection) Technology Education
8. Who is this to REACH (✓ one only):
   X PRIVATE (Solely Staff Only) ☐ IU-WIDE (All IU-21 SD's) ☐ INTER-IU (All IU's in CPETracker)
9. Workshop Location: SLIS Room: 145
10. Date(s) of workshop: 9-23-2010 Time: AM/PM 4 to AM/PM 6

    Date(s) of workshop: _____ Time: AM/PM _____ to AM/PM _____

Instructor Name(s): Robert Fluck Dale Beltzner

Instructor Bio: 6th Grade Math Teacher

Prerequisite (if any): N/A

Notes: _____

Materials/Handouts provided? ☐ Yes X No Additional fee for materials? ☐ Yes $_____ X No

ON THE DAY OF THE ACADEMY

- Curriculum Office Secretary will email the sign-in sheet
- Have everyone in attendance sign the sheet and send it back to the Curriculum Office Secretary
- Participants will have to complete an online survey after the academy in order to receive academy credit (this will count toward the extra 30 minutes of independent work required for every 3 hour academy course)
- There will be a deadline to complete the online survey and those not in compliance will not receive credit.

CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY

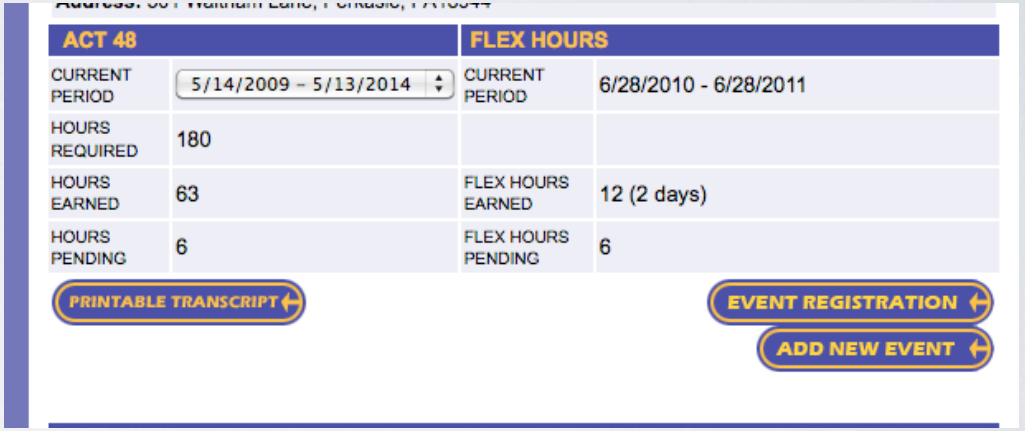
(FOR ACADEMY **AND** ACT 48 CREDIT)

- Examples of an Independent Study/Alternative Activity might be: attending a conference or building a professional portfolio.
  - ***Please Note:*** Before starting an Independent Study/Alternative Activity please refer to the guidelines on what is a qualifying event. If you have questions please contact the Curriculum Office.
  - Curriculum Directors of Education
    - Kristen Lewis-Elementary (K-6)-email: Lewisk@slsd.org
    - Joan Takacs-Grades (7-12)- email: Takacsj@slsd.org
    - Maggy Michel-Curriculum Secretary- email: Michelm@slsd.org

CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

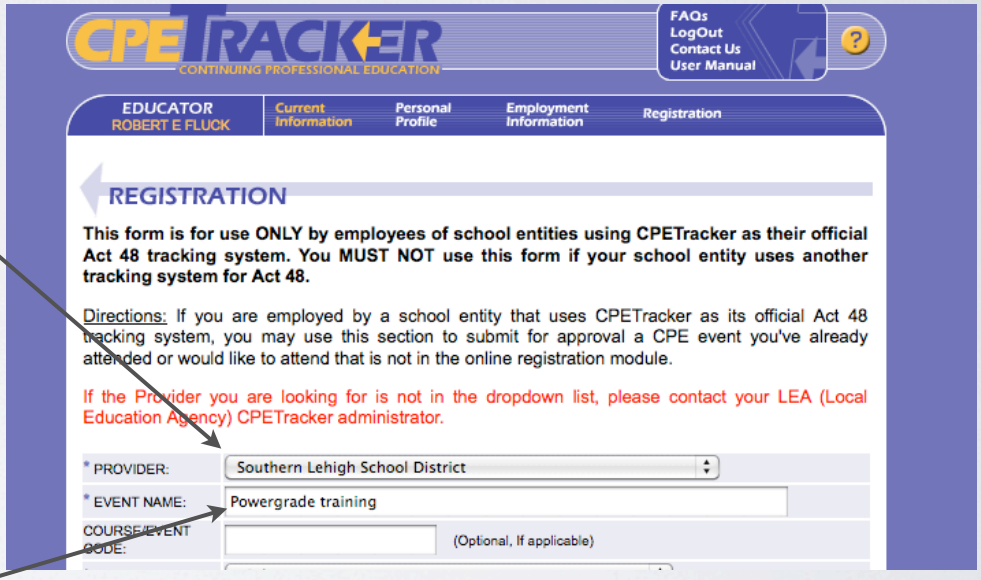
- Click on Add New Event to enter event for Independent Study/Alternative Activity



CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

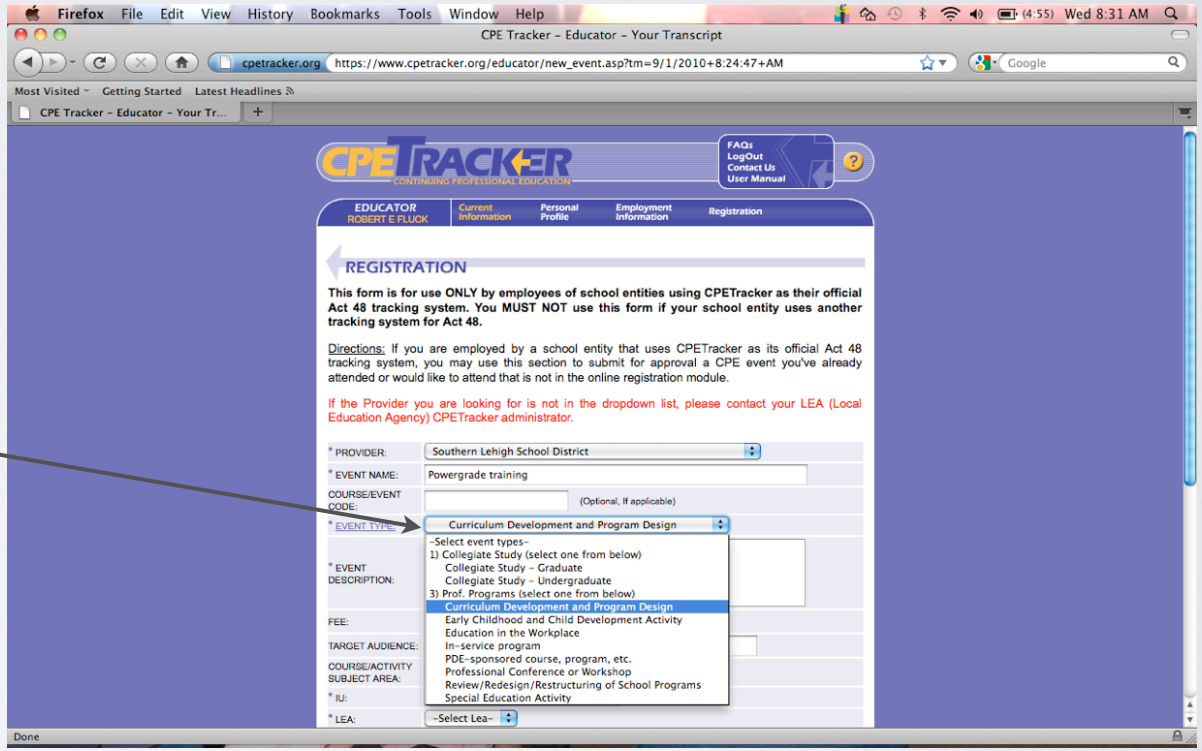
- First, use the drop down menu and select Southern Lehigh School District. Be sure to ***not*** select the one with an asterisk.
- Second, choose an event name and type it in the space provided.



CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

- Third, choose an event type from the drop down menu closest to what you are doing

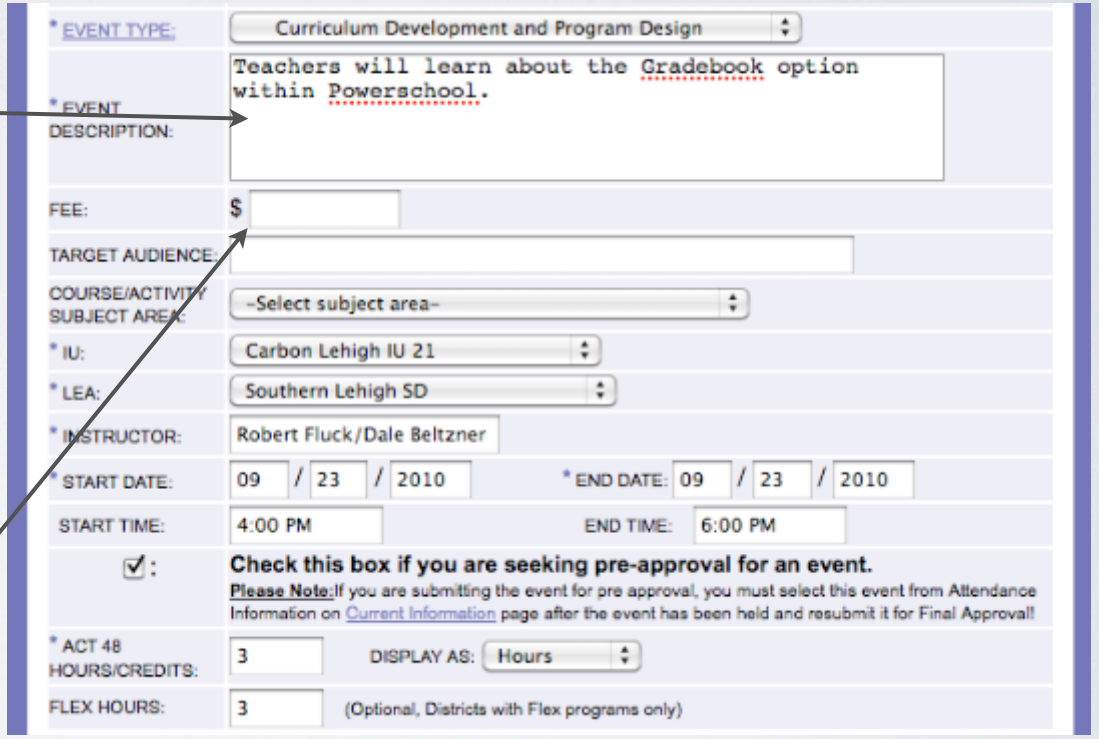


CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

- Fourth, add the event description. Be sure to be specific so your first level approver will have a clear understanding of what activity you will be completing.

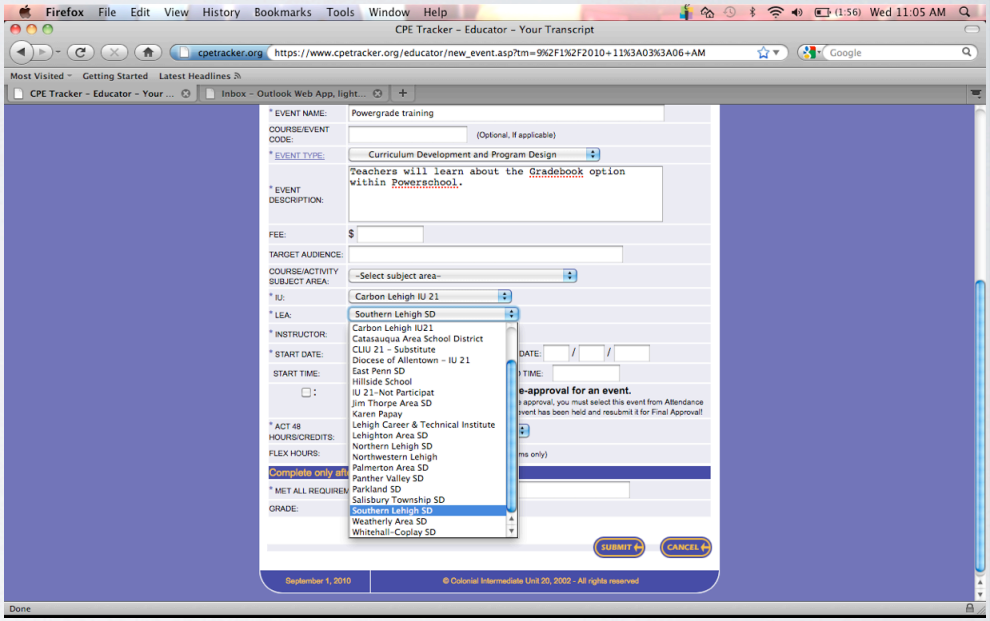
- Add the fee of $0.00



CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

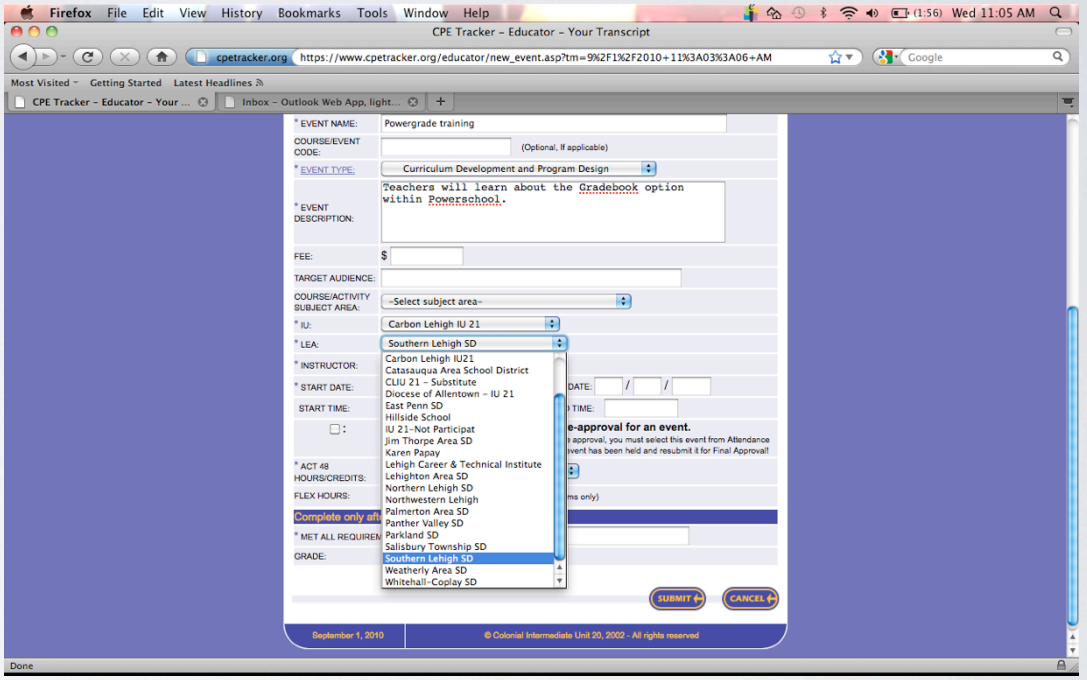
- The next step requires you to choose the IU the district is part of.
- Carbon Lehigh IU 21



CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

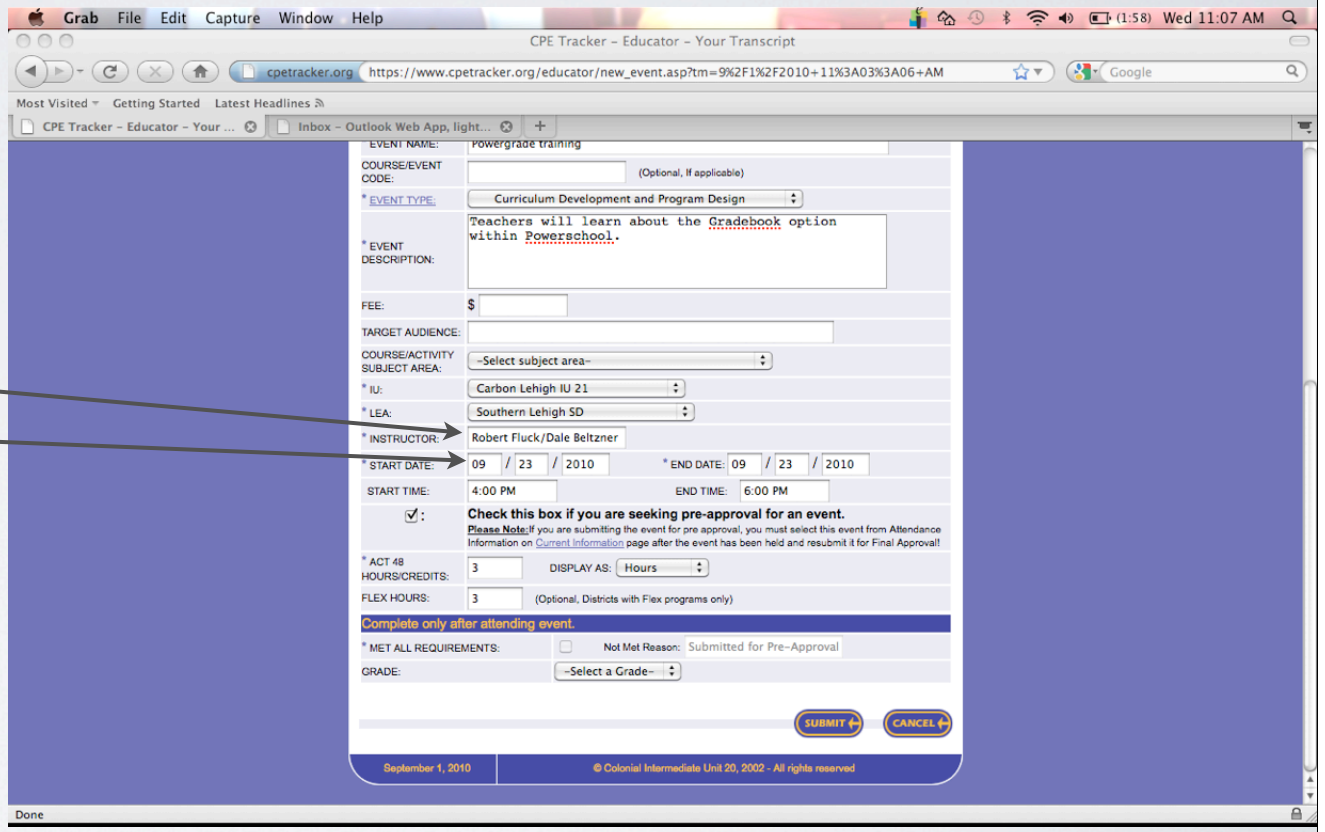
- The LEA drop down menu choice is Southern Lehigh SD.



CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

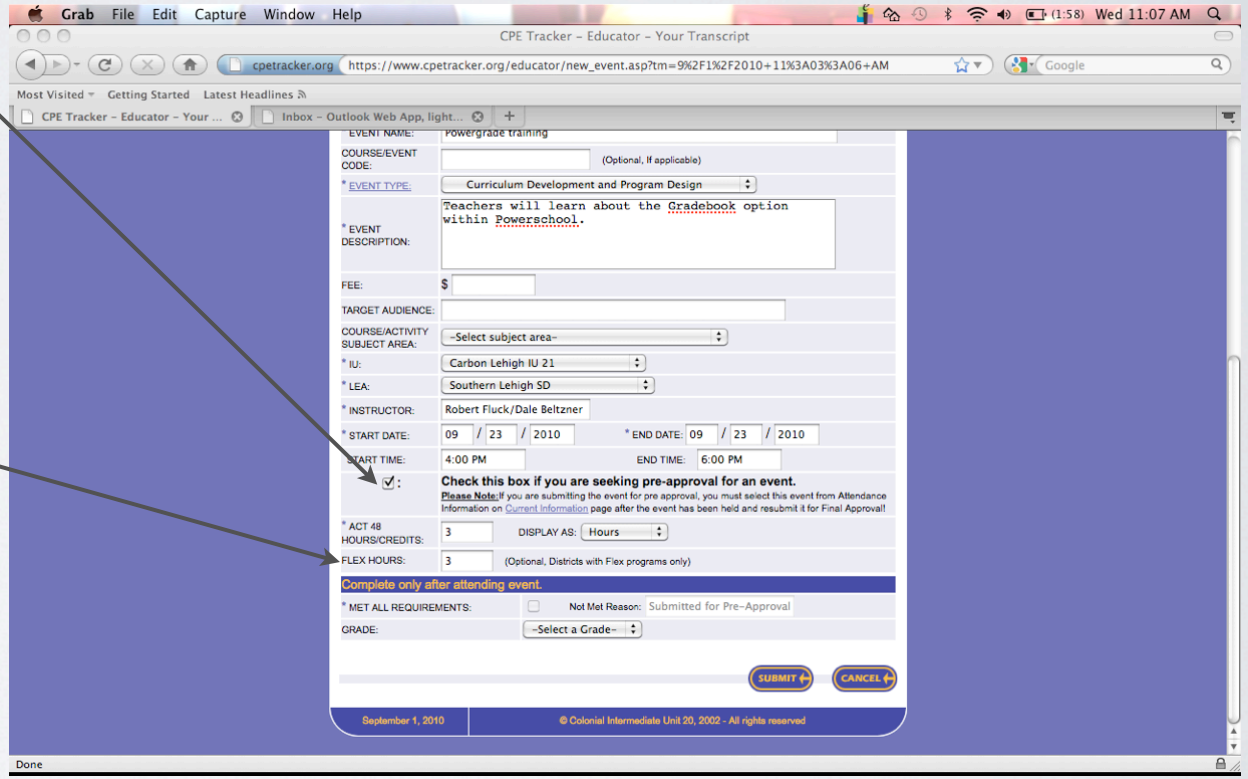
- The instructor and start/end date should be filled in.



CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

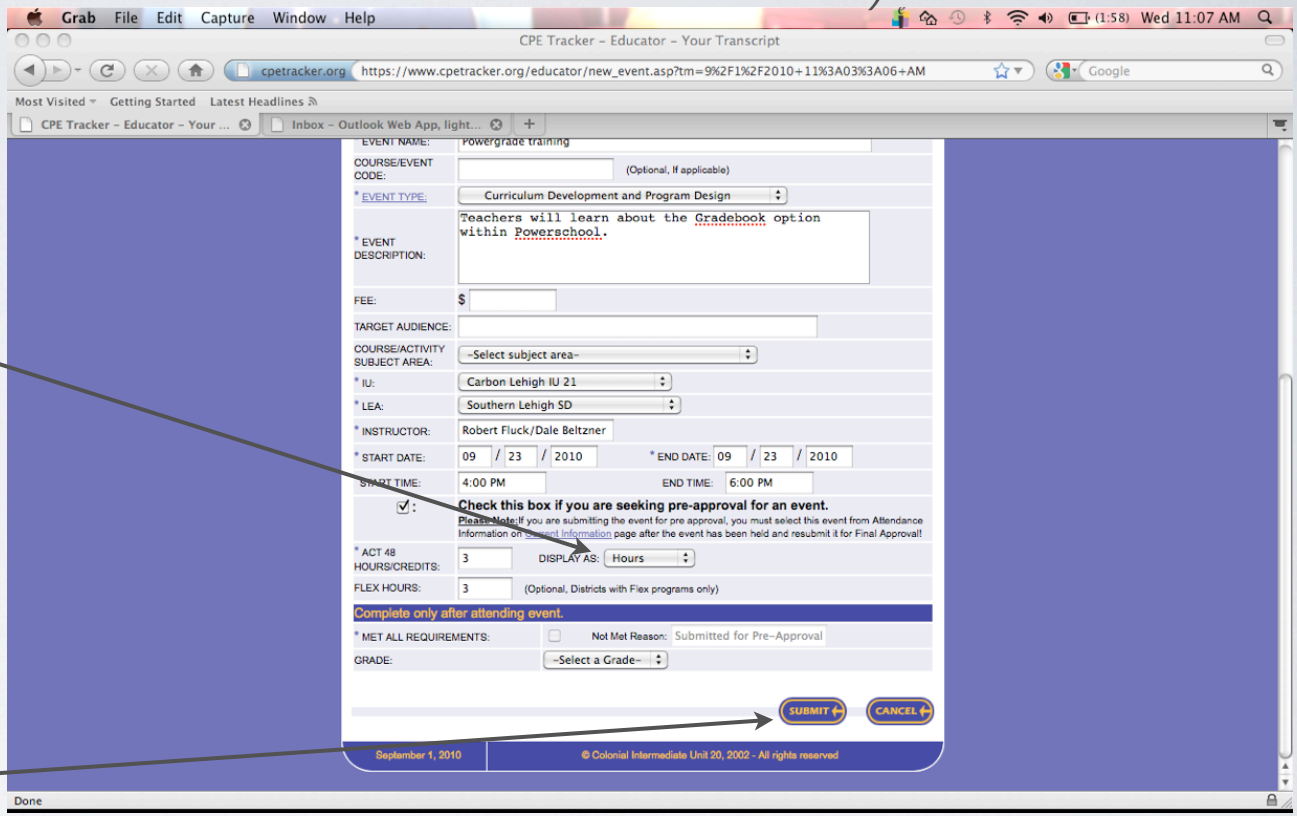
- You **must** check the pre-approval box before submitting the form for approval.
- Next be sure to indicate how many act 48 and flex (academy) hours you are making the course. Academy must be in increments of 3 hours.



CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

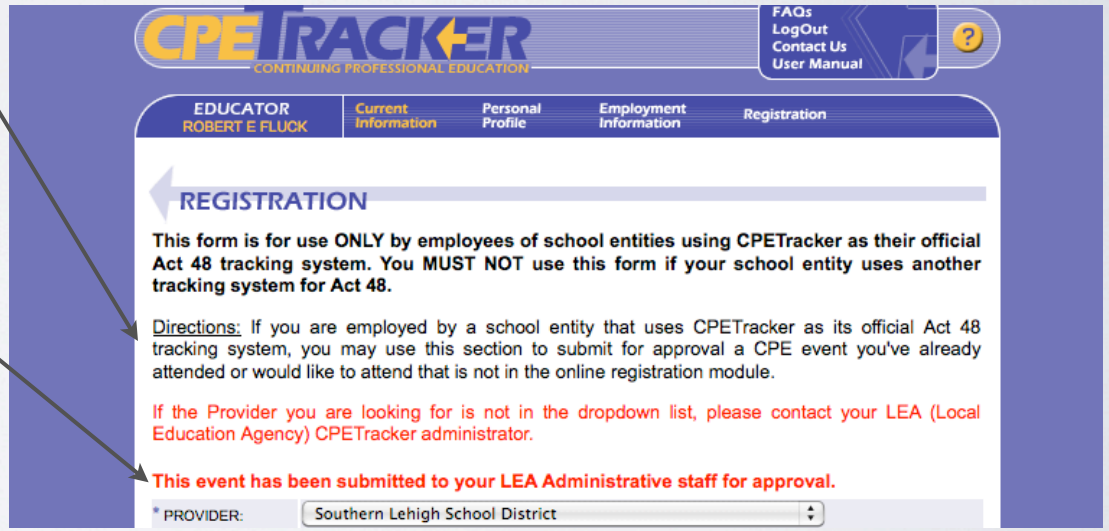
- Please do not forget to click hours in the display as drop down menu.
- When finished press the submit button.



CREATING AN INDEPENDENT STUDY/ALTERNATIVE ACTIVITY

(FOR ACADEMY **AND** ACT 48 CREDIT)

- When you have finished creating your Independent Study/ Alternative activity you should see this screen.
- It is important that you see this message.
- If you do not see this message you have not fully completed the registration process.



CREATING AN INDEPENDENT STUDY/ ALTERNATIVE ACTIVITY REFLECTION FORM

(FOR ACADEMY **AND** ACT 48 CREDIT)

Southern Lehigh School District
Reflection of Professional Education Experience
Conference/Alternative Study Attendance

Directions: After you have returned from a conference or have completed an alternative study, please complete this form and submit it to your building principal. The Curriculum Office will grant CPE Tracker approval upon receipt of this document. *(Please keep a copy for your ACT 48 files.)*

I have completed _____ hours for: ☐ Academy Credit and/or ☐ Act 48 Credit

Name: _____ Position: _____

Activity: Circle One (A/S) (DI) (T)_____Completion Date: _____

Conference/Project Goal: _____

1. How did the project/conference assist you in reaching your goal? (What did you learn from this educational experience?)

2. How do you plan to share your new knowledge and insight with other staff?

_____ _____
Principal's Signature Date

_____ _____
Director of Curriculum Signature Date

Revised: 2/06

ATTENDING AN INDEPENDENT STUDY/ALTERNATIVE ACTIVITY OUTSIDE OF THE DISTRICT

(FOR ACADEMY **AND** ACT 48 CREDIT)

- Staff members can get both Academy and Act 48 hours for attending a conference outside of Southern Lehigh School District when the attendance is outside the regularly scheduled day.
- After attending the event please complete the Reflection of Professional Education Experience Conference/Alternative Study Attendance form.
- This form can be found on the district drive. An example of this form can be found on the next slide

REFLECTION OF PROFESSIONAL EDUCATION EXPERIENCE CONFERENCE/ALTERNATIVE STUDY ATTENDANCE FORM

(FOR ACADEMY **AND** ACT 48 CREDIT)

Southern Lehigh School District
Reflection of Professional Education Experience
Conference/Alternative Study Attendance

Directions: After you have returned from a conference or have completed an alternative study, please complete this form and submit it to your building principal. The Curriculum Office will grant CPE Tracker approval upon receipt of this document. *(Please keep a copy for your ACT 48 files.)*

I have completed _____ hours for: ☐ Academy Credit and/or ☐ Act 48 Credit

Name: _____ Position: _____

Activity: Circle One (A/S) (DI) (T)_____Completion Date: _____

Conference/Project Goal: _____

1. How did the project/conference assist you in reaching your goal? (What did you learn from this educational experience?)

2. How do you plan to share your new knowledge and insight with other staff?

_____ _____
Principal's Signature Date

_____ _____
Director of Curriculum Signature Date

Revised: 2/06

CREATING AN ACADEMY NOT FOR ACT 48 (***FOR ACADEMY CREDIT ONLY***)

- Southern Lehigh allows a staff member to obtain 6 (six) academy hours not for Act 48.
- Before you start the activity, you need to get it approved by the Curriculum Office.
- Please use the form Application for Alternative Study Activity for Academy Credit Only.
- This form can be found under the district drive, an example has been provided for you on the next slide.

APPLICATION FOR ALTERNATIVE STUDY ACTIVITY (***FOR ACADEMY CREDIT ONLY***)

Southern Lehigh School District
Application for Alternative Study Activity
for Academy Credit Only

Directions: Prior to participating in an Activity for Non-Act 48 Academy credit please submit this completed form to either the Director of Elementary Education (for K – 6 teachers) or the Director of Secondary Education (for 7-12 teachers) for approval. After that approval is attained it will be submitted for your principal's approval. Principals will then return the form to the curriculum office and the curriculum office will send you a signed copy. **Until you receive written confirmation you are not approved to complete the activity for Academy credit. Please enter into CPE Tracker AFTER you have received written confirmation from both the Curriculum Office and your building Principal.** *(Please keep a copy for your files.)*

Name: _____ Position: _____

Activity_____ Proposed Hours_____

Anticipated Completion Date: _____

Activity Goal: _____

1. Please describe the activity in detail including the rationale behind why it should be approved for Non-Act 48 Academy Credit.

2. How will the activity assist you in reaching your goal? (What will you learn from this educational experience?)

_____ _____
Director of Education Signature to approve that the activity meets the district Strategic Plan Goals — Date

_____ _____
Principal's Signature to approve that the activity meets the building goals and individual goals — Date

Note: Upon completion of the activity you must submit a Reflection of Professional Education Experience Conference/Alternative Study Attendance form to your Principal.

Revised 8/2010