



# Southern Lehigh School District

Office of Teaching and Learning

Submit Academy Hour requests through Frontline Professional Growth  
Access Frontline on the [District Website](#) under Staff > Productivity

## ***2022-2023 Academy Information***

The Office of Teaching and Learning will offer the following opportunity for Southern Lehigh School District professional staff to participate in academy options for the 2022-2023 school year. Here are some quick facts about 2022-2023 Academy Time:

- Professional staff are eligible to complete up to **twelve (12) hours** of academy time to replace:
  - **Two (2) professional development days** scheduled following the last teacher day of the 2022-2023 school year
  - All hours must be approved by building administration, focused on Professional Learning, and be Act 48 eligible. Please see the guidance below.
- Professional staff are eligible to complete up to additional **twelve (12) hours** of Academy Hours each school year, earned through activities that are focused on **non-professional** learning.
  - **Two (2) professional development days** scheduled following the last teacher day of the 2022-2023 school year
  - All hours must be approved by the building administration. Please see the guidance below.
- All requests for Academy time must be submitted for pre-approval by the end of the day **March 31, 2023** and completed by the end of the day **MAY 12, 2023**.
- Academy time must be completed outside of the contracted school day.
- Banked hours will not be carried over to the subsequent school year in the event that they are not needed.
- Professional Staff who do not complete all **twelve (12)** Professional Learning that are Act 48 eligible academy hours and will be required to attend Teacher Academy Days after the last teacher day of the 2022-2023 school year.

### **Options to Attain Academy Hours**

An **Independent Study** is for professional staff interested in working on their own, focusing on a professional learning, curriculum work, or an approved activity. Staff interested in completing an Independent Study must complete the Independent Study Form in Frontline to seek pre-approval from their Principal. Please note, any curriculum development work should be discussed with the Director of Curriculum and Instruction. Professional staff are expected to keep records showing evidence of completion and/or implementation of new learning, to be made available upon request of their supervisor.

A **Building Focus Group** is for professional staff interested in participating in a project or professional development activity with a group of two or more pre-determined individuals within the same building. Staff interested in facilitating a Building Focus Group must complete the Building Focus Group Pre-Approval Form in Frontline to seek approval from their Principal. Upon approval, participants listed in the pre-approval form will be registered for the Focus Group. Additional participants can register for an approved Focus Group in the Frontline's District Catalog.

A **District Workshop** is for professional staff interested in participating in a professional learning activity that may include staff from two or more buildings. Staff interested in facilitating a District Workshop must complete the District Workshop Pre-Approval Form in Frontline to seek approval from the Director of Curriculum and Instruction. Upon approval, participants interested in attending the workshop will need to register in Frontline's District Catalog.

A **Conference Request** is for professional staff seeking to attend a conference or meeting occurring outside of the District. Any staff interested in attending a conference or meeting occurring outside of the District must complete the Conference Request Form in Frontline to seek approval from their Principal and the Director of Curriculum and Instruction if: (1) the District is paying for some or part of the conference; (2) the conference or meeting occurs during contractual hours; and/or (3) the staff member is seeking academy hours because all or a portion of the conference/meeting occurs outside of contractual hours.

### **What may qualify as Act 48 Eligible Professional Learning for Academy Time?**

Academy Time may be granted by District administration to SLSD professional staff who complete approved activities *outside of contractual hours*. The follow guidance is to assist administrators with determining what may qualify as Act 48 Eligible Professional Learning Academy Time:

- Professional development facilitated by SLSD staff.
- Conference or meeting facilitated by an educational organization that is aligned to the roles and responsibilities of the position.

- Course work, including online courses, not approved for reimbursement or step movement through ACMC
- A book study aligned with the roles and responsibilities of the position, with clear learning outcomes, and evidence of changed practice.
- Unit Development or other curriculum work in coordination with the Director of Curriculum and Instruction.
- Facilitating a Focus Group or District Workshop.

### **Administrative Consideration and Approval of Non-Professional Learning Activities**

*(examples include, not limited to:)*

- School related, sponsored activities / efforts to support school community efforts
  - Minithon
  - Participating in a Family Engagement event as directed by a building principal.
  - Grade level orientation meetings
  - Chaperoning events / School sponsored activities
  - PTA Family Engagement
- Administratively directed activities
  - Activities to improve the school climate, culture, and community

### **What will not qualify as Academy Time and Non Professional Learning Activities?**

*(examples include, not limited to:)*

- Planning and Preparation
- Completing paperwork associated with the position
- Writing letters of recommendations
- Family/Teacher Conferences
- Course work approved through the ACMC
- Grading assignments
- Organizing/cleaning classroom

### **Example:**

- 12 hours PDE/ACT 48 Academy Hours: Approved and complete- NOT required to attend **two (2) professional development days** scheduled following the last teacher day of the 2022-2023 school year.
- 12 hours **twelve (12) hours** of Academy Hours each school year, earned through activities that do not focus on professional learning: Approved and complete, NOT required to attend an additional **two (2) professional development days** scheduled following the last teacher day of the 2022-2023 school year.
- Professional staff that complete 12 hours PDE/ACT 48 Academy Hours and 12 hours of Academy hours, earned through non-professional learning activities, are NOT required to attend up to **four (4) professional development days** scheduled following the last teacher day of the 2022-2023 school year.