

CFBISD Professional Development Training Session Procedures

CFB Vision Statement:

All students will meet the Texas Assessment of Knowledge and Skills (TAKS) at the proficient or commended level and graduate college ready without remediation.

In order to help all students realize the district vision, our goal is to provide quality professional development for all staff. Our commitment is that professional development training sessions will incorporate research-based information and methodology and will be presented using best practices for professional development.

To enhance the learning for all participants in professional development sessions and to maintain the fidelity and integrity of the training, the following procedures will be implemented beginning May 28, 2007:

- A districtwide standardized schedule will be used for sessions. That schedule will be:
 - Six-hour (full day) sessions: 8:00 a.m. – 3:30 p.m.
 - Three-hour (half day) sessions: 8:00 – 11:00 or 12:30 – 3:30Alternative times to full day and half day sessions will be communicated by the session contact person.
- In order to receive staff development credit for a session, participants cannot be absent for more than 30 minutes of the session. For example, participants will not receive credit for the session if they are more than 30 minutes late to the session, if they return from a lunch break more than 30 minutes late, etc. In addition, this includes a 30-minute cumulative total; e.g., participants are late in the morning and late returning from lunch. In case of emergencies (traffic problems, etc.) that are unforeseen and cause participants to be late, they should contact the staff development office at 972-968-6131 so that their delay can be communicated to the session presenter. However, participants should arrange their drive time to allow for potential delays. If the staff development office is notified in a timely manner, all attempts will be made to assist participants so that they can participate in the session.
- Staff development credit will only be awarded based on the advertised session length. For example, participants who attend only four hours of a six-hour session will receive no credit for the session.
- After registering for a session on the ERO, participants are expected to attend the session or cancel their registrations so that others on the wait list can attend. The names of participants who register but do not attend will be communicated to the campus principal so that a follow-up discussion can occur.