



IN-SERVICE HOURS REPORTING PROCEDURE (PRD-P009)

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 Director of Professional Learning
- 2.2 Professional Learning Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

4.0 DEFINITIONS:

- 4.1 None

5.0 PROCEDURE:

- 5.1 Professional Learning 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 Learning provides each faculty member information on how to access current in-service records, hours completed and their 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 information and in-service/training completion status.
 - 5.2.1 Principals, supervisors, and teachers have the opportunity to review their transcript 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 include electronic reminders of upcoming sessions, completion status of each section in which they are enrolled, and a reminder notice to evaluate each section upon its completion. Following successful completion and evaluation of each section, credit is applied 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:



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- 5.3.1 First Offense: Written reprimand, loss of pay based on number of delinquent hours.
 - 5.3.1.1 Principals meet with teacher to review and verify number of missing hours.
 - 5.3.1.2 CHRO (Chief Human Resources Officer) provides the updated letter of reprimand "first offense" memo to principals.
 - 5.3.1.3 Principals prepare letter of reprimand for committing a first offense.
 - 5.3.1.4 Principals counsel personnel concerned, obtain signature for HR's copy and provide employee a copy of the written reprimand.
 - 5.3.1.5 Principals forward signed copy of reprimand to HR.
 - 5.3.1.6 HR places signed reprimand in employee's Personnel File.
- 5.3.2 Second Offense: Written reprimand, loss of pay based on number of delinquent hours and suspension or dismissal.
 - 5.3.2.1 Principals meet with teacher to review and verify number of missing hours.
 - 5.3.2.2 CHRO provides the updated letter of reprimand "second offense" memo to principals.
 - 5.3.2.3 Principals prepare letter of reprimand for committing a second offense.
 - 5.3.2.4 Principals counsel personnel concerned, obtain signature and make appointment with the CHRO Officer for further counseling and provide employee a copy of the written reprimand.
 - 5.3.2.5 HR places signed reprimand in employee's Personnel File.
 - 5.3.2.6 Employee is suspended for three days without pay or dismissed.
- 5.3.3 Third Offense: Charges for dismissal brought forward.
 - 5.3.3.1 HR verifies with the Principal and teacher that in-service requirement is incomplete.
 - 5.3.3.2 HR schedules a conference with the employee and supervisor to discuss possible dismissal charges.
- 5.3.4 Names of personnel who have committed a First, Second, Third Offense are added to the retention historical list for future reference. This historical list is maintained by the CHRO and the Professional Learning Coordinator and updated annually.

6.0 ASSOCIATED DOCUMENTS:



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- 6.1 In-Service Requirements and Completion Policy ([PRD-A001](#))
- 6.2 Professional Learning Activities Network ([PLAN](#))
- 6.3 Letter of Reprimand 1st Offense Memo
- 6.4 Letter of Reprimand 2nd Offense Memo
- 6.5 Historical List of Personnel Offenses is maintained in Human Resources with the Chief Human Resource Officer and in Professional Learning with the Professional Learning Coordinator.

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.
Historical List	Professional Development Electronic Files	Indefinitely	Permanent	Limited/controlled access, backed up to server

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/08/06		Initial Release
10/25/10	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.
2/28/13	B	Expansion of 5.3 offenses, update flow chart, remove Memorandum of Agreement



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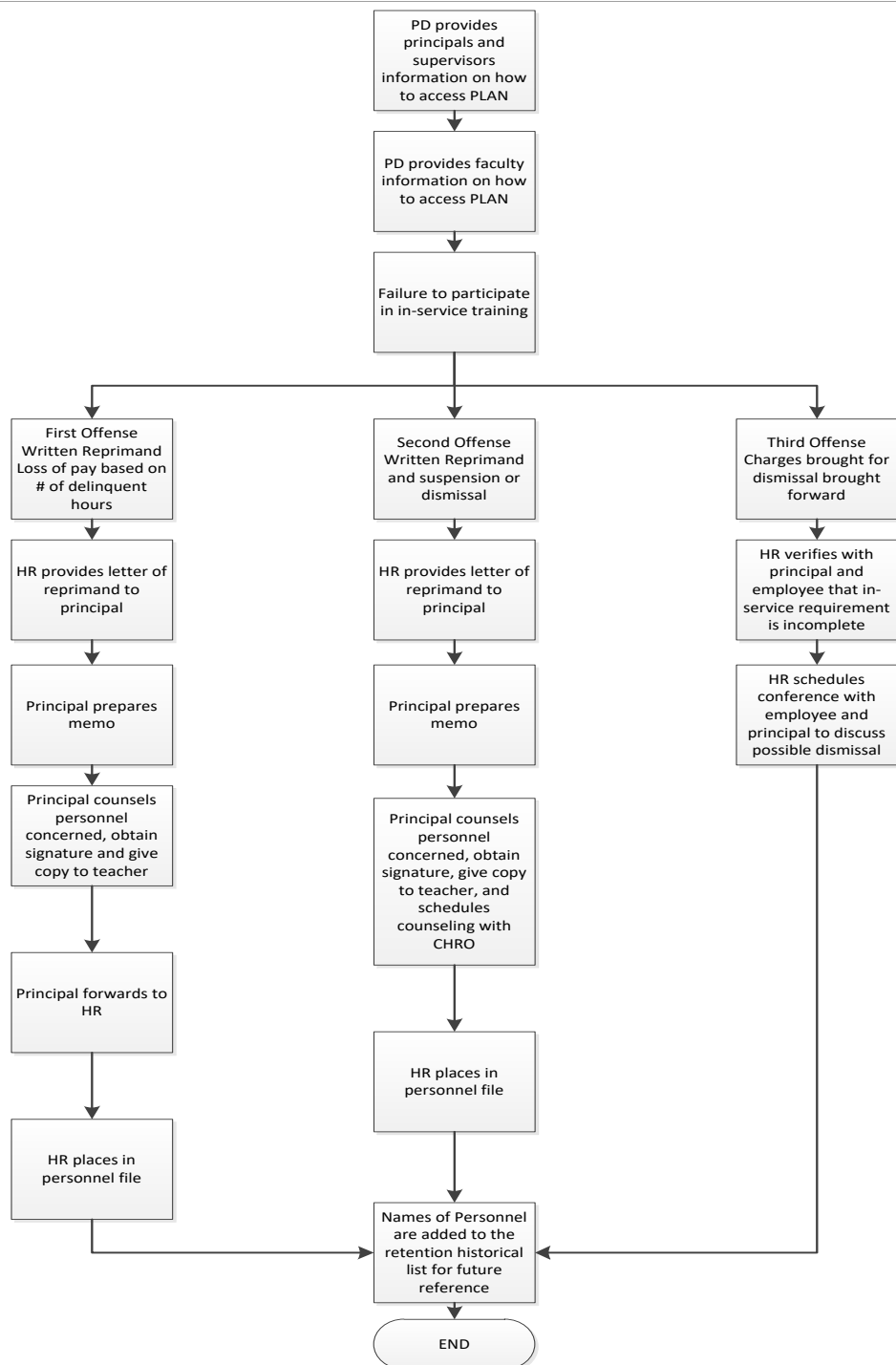
5/16/13	C	Change Letter of Reprimand from a form to a memo provided from CHRO. Add Historical List of Offenses to Associated Documents.
3/23/16	D	Changed language to match new PD platform.
6/27/16	IR	Initial release under Professional Learning, replacing CER-P003. Retention table is for historical reference.
3/21/17	A	Updated associated documents, 6.2.
2/6/18	B	Updated language to match Professional Learning. Added who maintains historical list of teachers with incomplete in-service requirements.
3/13/19	C	5.3.4, replaced Professional Development Facilitator with Professional Learning Coordinator. Updated hyperlinks.
4/22/21	D	Added steps to 5.3.1 and 5.3.2.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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