

PROFESSIONAL DEVELOPMENT  
REQUIRED STAFF DEVELOPMENT

DMA  
(EXHIBIT)

The following forms are for use in the District:

- Exhibit A: General Guidelines for Professional Development/Categories — 3 pages
- Exhibit B: Guidelines for Professional Development Requirements/Hours — 3 pages
- Exhibit C: Appeal/Waiver Request — 1 page
- Exhibit D: Request for Overtime – Paraprofessionals – 1 page
- Exhibit E: External Professional Learning Request Approval Form – 1 page



EXHIBIT A

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT  
GENERAL GUIDELINES FOR PROFESSIONAL DEVELOPMENT/CATEGORIES

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**Note:** This document highlights professional development requirements. [See DMA(LOCAL), (REGULATIONS), and (EXHIBITS)] These requirements are subject to change.

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- Campus instructional employees may not use discretionary personal leave on the following days: scheduled District staff development days, the first or last day of a grading period, the first day of a semester, the last day of a semester, days scheduled for state-mandated tests (main administration dates), or days scheduled for end-of-semester or end-of-year examinations (secondary schools only). [See DEC(LOCAL)] Use of nonduty days will be subject to approval from the employee's immediate supervisor. [See DED(LOCAL)]
- Certified, half-time employees and TRS retirees are considered District employees and must meet the same requirements as other District employees.
- No credit toward District professional development hours will be awarded if a stipend has been received.
- The professional development calendar year is from the first day of July through the last day of June of the following school year.
- During a District workday, noncontract hours will begin at 3:00 p.m. [See definition in DMA(LOCAL)]

For Out-of-District (courses not in the database system):

1. When Out-of-District courses (not in the database system) are taken, the following must occur:
  - a. Attach documentation of completion;
  - b. Add to personal transcript on District database system; and
  - c. Send paperwork to Academics for final approval within 60 days of completion of course.
2. The following sessions outside of the District may be used for the 12 noncontract-hour requirement for certified, degreed professional staff:
  - a. Region IV;
  - b. Harris County Department of Education;
  - c. University Courses (receive six noncontract hours for each course);
    - (1) All college clock hours will be recorded.

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- (2) Overall, university hours may not be the sole source of professional development hours.
- d. Subject/Course — related conferences; and
  - e. Non-District conferences/workshops, in which credit will be based on documentation provided to appropriate administrator.
3. For certified teaching staff: To be awarded credit for the 12 noncontract-hour requirement, the workshop/session/course must occur on noncontract time, no stipend can be received, and the same course cannot be used for FLEX hours.
  - a. For secondary, hours must be related to teaching assignments:
    - (1) Twelve noncontract hours per year must be related to the teaching assignments at the secondary level. Example: Coach/language arts teacher must have both coaching and language arts hours to count toward the 12 noncontract hours per year.
    - (2) There must be a minimum of three noncontract hours in each subject area per year.
    - (3) Principals/supervisors may require more than the minimum.
    - (4) To be awarded credit, professional development courses must be:
      - (a) Job specific; and aligned with Superintendent priorities and District goals.
      - (b) Obtained through approved District/Campus-level Administrator and aligned with Superintendent priorities and District goals.
      - (c) Approved by the appropriate site administrator/supervisor.
      - (d) Accurately documented in the District's professional learning management system.
  - b. Employees are responsible for keeping their professional development records current.
  - c. Completion and accurate documentation of the required hours of continuing education through the District's professional learning management system is part of the employee's annual performance appraisal.
  - d. Where applicable, employees are responsible for maintaining their own records for certification requirements.
4. For paraprofessionals, auxiliary staff, and office professionals:

All staff must earn six clock hours per year. Hours may be earned through approved activities during District or campus staff development days, during other working days, or after hours as well as through approved coursework outside the District.

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Paraprofessional and auxiliary staff must have the advance approval of their supervisor before participating in staff development outside of work. Time spent in required training is work time and must be compensated. The supervisor and employee must discuss whether the extra time will be compensated and how it will be compensated. Nonexempt employees, such as auxiliary and paraprofessional staff, must report any required training as work time in the timekeeping system.



EXHIBIT B

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

GUIDELINES FOR PROFESSIONAL DEVELOPMENT REQUIREMENTS/HOURS

**STATE/LOCAL**

**CERTIFIED DEGREED STAFF**

- Standard certification (1999–present) — 150/200 hours over increments of five years  
Example: Complete 1999–2004; begin a new five-year cycle: 2004–09.  
[See [www.tea.texas.gov](http://www.tea.texas.gov)]

Effective September 1, 2004

- Twelve noncontract hours per year
- The District calendar determines the total number of hours that can be earned for DSDD. Example: Six staff development days X six hours per day = 36 hours + 12 noncontract hours = 48 hours annual total.
- Each District/campus staff development day (DSDD) will count toward six hours of (DSDD) professional development.

**TEACHER CERTIFICATE RENEWAL AND CONTINUING PROFESSIONAL EDUCATION  
(CPE) REQUIREMENTS**

**Classroom Teacher: 150 CPE hours required**

CPE requirements for a teacher shall be related to the certificate(s) being renewed and focus on the standards required for issuance of the certificate(s), including:

- content area knowledge and skills; and
- professional ethics and standards of conduct.

All educators must receive CPE training regarding educating students with disabilities. This training must include information particular to educating students with dyslexia.

The required CPE for educators who teach students with dyslexia must include training regarding new research and practices in educator students with dyslexia. The training may be satisfied through an online course.

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*Completion of each CPE activity shall be maintained by each educator and should be evidenced by documentation (e.g., transcripts, certificates of completion, attendance logs).*

**A classroom teacher who renews a certificate PRIOR to September 1, 2023**, must attain some hours of CPE that includes training directly related to each of the following topics and may include two or more listed topics combined:

- collecting and analyzing information that will improve effectiveness in the classroom;
- recognizing early warning indicators that a student may be at risk of dropping out of school;
- digital learning, digital teaching, and integrating technology into classroom instruction;
- educating diverse student populations, including:
  - students who are educationally disadvantaged; and
  - students at risk of dropping out of school; and
- understanding appropriate relationships, boundaries, and communications between educators and students.

**A classroom teacher who renews a certificate ON OR AFTER September 1, 2023**, not more than 37.5 hours of CPE training shall include instruction in, and must be directly related to, each of the following topics and may include two or more listed topics combined:

- collecting and analyzing information that will improve effectiveness in the classroom;
- recognizing early warning indicators that a student may be at risk of dropping out of school;
- digital learning, digital teaching, and integrating technology into classroom instruction;
- educating diverse student populations, including:
  - students who are educationally disadvantaged; and
  - students at risk of dropping out of school; and
- understanding appropriate relationships, boundaries, and communications between educators and students.

**Professional development activities may include:**

- an evidence-based mental health first aid training program or an evidence-based grief-informed and trauma-informed care program that is offered through a classroom instruction format that requires in person attendance. A person receiving this training will receive twice the number of hours of instruction provided under that program, not to exceed 16 hours;



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- suicide prevention training;
- an instructional course on the use of an automated external defibrillator (AED) that meets guidelines for AED training approved under Texas Health and Safety Code; and
- education courses that:
  - use technology to increase the educator's digital literacy; and
  - assist the educator in the use of digital technology in learning activities that improve teaching, assessment, and instructional practices.

**Types of Acceptable CPE Activities:**

- Participating in institutes, workshops, seminars, conferences, interactive distance learning, video conferencing, online activities, and in-service or staff development activities given by an approved provider or sponsor. Staff development activities completed through accredited public and private schools in other states, United States territories, and countries other than the United States may be accepted;
- Completing undergraduate courses, graduate courses, or training programs that are taken through an accredited institution of higher education that at the time was accredited or otherwise approved by an accrediting organization recognized by the Texas Higher Education Coordinating Board. 1 semester credit hour equals 15 CPE hours.
- Participating in an independent study in content area knowledge and skills related to the certificate(s) being renewed, not to exceed 20% of the required CPE hours, which may include
  - self-study of relevant professional materials (e.g., books, journals, periodicals, video and audio tapes, computer software, interactive distance learning, video conferencing, or online activities);
  - developing curriculum; or
  - authoring a published work;
- Developing, teaching, or presenting a CPE activity to other educators, not to exceed 10% of the required CPE hours.
- Providing professional guidance as a mentor to another educator, not to exceed 30% of the required CPE hours



EXHIBIT C

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT  
APPEAL/WAIVER REQUEST

To appeal the denial of a request for a discretionary personal leave day or to request a waiver for the annual professional development requirement, please complete this form and deliver it to your principal or supervisor. Appeals will be heard in accordance with DGBA(LOCAL).

Check one of the boxes below:

- Appeal for denial of a request for personal leave
- Requesting waiver of the annual professional development requirement

1. Name:

\_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_

Telephone number: (\_\_\_\_\_) \_\_\_\_\_

3. Position: \_\_\_\_\_ Campus/Department: \_\_\_\_\_

4. I am requesting to be excused from the District/campus professional development day on \_\_\_\_\_ because of the following extenuating circumstances or hardships:

\_\_\_\_\_

\_\_\_\_\_

5. I am requesting a waiver for a portion of the annual professional development requirement because of the following extenuating circumstance(s):

\_\_\_\_\_

\_\_\_\_\_

I understand I will be required to make up these hours.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal / Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied

If denied, the employee may appeal in accordance with DGBA(LOCAL): PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES. This signed form serves as Level I documentation and should be attached to the employee complaint form and submitted to the Associate Superintendent of Academics.



EXHIBIT D

**Request for Overtime – Additional Events/Activities – Paraprofessionals**

For use related to additional events or activities. This form must be completed and approved prior to the additional activity or additional event occurring.

Employee's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Activity/Event: \_\_\_\_\_

Date of Activity/Event: \_\_\_\_\_

Times Requested: \_\_\_\_\_

Purpose: \_\_\_\_\_

Paraprofessionals should receive permission to work hours beyond their normal workweek hours for additional activities or events. For paraprofessionals whose normal workweek is 37.5 hours per week (7.5 hours per day), that extra time from 37.5 to 40 hours per week is paid out at the regular hourly rate.

When receiving permission to work overtime (hours worked beyond 40 hours in a workweek) for an additional activity or additional event, you have the option to be compensated for the overtime either by compensatory time off (comp time) or direct pay. Hours worked over 40 hours in a workweek are paid out (in comp time or pay) at time and a half. You must choose which of these you are requesting for this activity/event. Up to 80 hours of comp time may be accumulated and all comp time must be used in the duty year earned. Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.

**Please indicate option below:**

**Compensatory Time:** \_\_\_\_\_

**Pay:** \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All additional activity or additional event work done beyond the regularly scheduled hours in a workweek for an additional activity or event MUST BE PRE-APPROVED by the SUPERVISOR prior to the activity and/or event.**

Supervisor Signature: \_\_\_\_\_

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Date: \_\_\_\_\_

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EXHIBIT E

**External Professional Learning Request Approval Form**

For use related to requests for external professional learning event(s) attendance. This form must be completed and approved prior to registration and attendance at an external work-related event. This includes conferences attended related to professional development as well as other work-related reasons.

Employee's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Activity/Event: \_\_\_\_\_ Date of Activity/Event: \_\_\_\_\_

Event Organizer/Host: \_\_\_\_\_

Purpose: \_\_\_\_\_

How does your participation in this opportunity support your work in SBISD and align to the priorities and core values of the district? Please attach the professional learning agenda with breakout details for the event/activity/conference to your submission.

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Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All external professional learning activities/events/conferences MUST BE PRE-APPROVED by the SUPERVISOR prior to registration and attendance.**

**\* Agenda should be attached to External Professional Learning Request Approval Form.**

**\*\* Out of Town – Overnight Travel Request Form should also be completed in advance of the event.**

Supervisor Signature: \_\_\_\_\_

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Reason: \_\_\_\_\_

Date: \_\_\_\_\_

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