Houston County Schools Inservice Schedule
June 1, 2025- May 31, 2026
Revised 05/28/2025

**ANNUAL <u>REQUIRED</u> TRAININGS
Available on Vector Solutions @ Vector Solutions

Target Group	Activity	Check when Completed
<u>ALL</u> STAFF	● Hazing ● Suicide Awareness & Prevention ● Bloodborne Pathogens ● HIV/AIDS ● AED ● Human Trafficking of Children ● Emergency Allergy Response Plan ● Isolation & Restraint ● FERPA	❑ Hazing ❑ Suicide Awareness ❑ Bloodborne Pathogens ❑ HIV/AIDS ❑ AED ❑ Human Trafficking ❑ Emergency Allergy ❑ Isolation & Restraint ❑ FERPA
CERTIFIED STAFF	● Homeless Students ● Student Drug Testing	❑ Homeless Students ❑ Student Drug Testing
Maintenance & Custodial Staff	● Asbestos Awareness	❑ Asbestos Awareness
School Nurses	● Diabetes ● Glucagon ● Seizures	❑ Diabetes ❑ Glucagon ❑ Seizures
Bus Drivers & Monitors	● Transportation of Students with Disabilities	❑ Transportation of SWDs

****ANNUAL <u>REQUIRED</u> TRAININGS** (Not available on Vector Solutions)

Target Group	Activity	Check when Completed
<u>ALL</u> STAFF	• De-escalation (13.33 minutes) Training Link • Child Abuse (23.25) Training Link • Protection of Pupil Rights Amendment	❑ De-escalation ❑ Child Abuse ❑ PPRA
CERTIFIED STAFF	• Teacher Code of Ethics (33.51 minutes) Training Link • Harassment, Intimidation, Discrimination, Bullying, Cyber-bullying (Total of 2 hrs 28 minutes) Civil Rights/Bullying Title VI Title IX Section 504	❑ Teacher Code of Ethics ❑ Harassment, Intimidation, Discrimination, Bullying, Cyber-bullying
ALL Coaches & School Athletic Directors	• Cardiopulmonary Resuscitation (CPR) (Biannual Requirement) • Severe Weather Training (heat, lightning) Training Link • Code of Ethics for Coaches • Concussions (1 hr.) Training Link • Cardiac Arrest Training Link	❑ CPR ❑ Severe Weather Training ❑ Code of Ethics for Coaches ❑ Concussions ❑ Cardiac Arrest
School Nurses	• Adrenal Insufficiency	❑ Adrenal Insufficiency
Principals	• Coordinated School Health (more info will be provided later) • School Security Act (more info will be provided later)	❑ CSH ❑ School Security Act

**Optional Inservice Hours (Administrator/Supervisor Pre-Approval Required)

Active Students, Active Learners: Virtual PD Week June 9-13	**Registration Closes June 5 Registration Link**	**The "Active Students, Active Learners: Virtual PD Week" is a free event that is universally accessible to all educators to deliver school physical activity and physical education best practices. Webinars will be designed to connect all teachers, lead educators, principals, administrators, and support staff with resources and instructional strategies for creating and supporting a healthy and physically active school culture and learning environment.**	**Targeted Audience:** ● Teachers (especially PE) ● Administrators ● Support Staff
Coordinated School Health Summer Professional Development ● **June 12-Sevier County** ● **June 17-Madison County** ● **June 18-Cumberland County** ● **July 15-Davidson County** ● **July 17-Bradley County**	**Registration Closes May 30** **Registration Link**	**Click here to learn more**	**Targeted Audience:** ● PE Teachers ● CSH/FRC ● Counselors ● Social Workers ● Nurses ● Administrators

Tuesday, July 15

Time	Target Group	Required/Optional	Site	Description
8:00-3:00	All PreK Staff	**Required**	ECN	Annual PreK Training
8:00-3:00	Restraint Teams	**Required**	HCHS	Annual Certified De-escalation & Restraint Training
8:00-11:00	6-8 ELA & SS Teachers	**Required**	HCHS	Tier 1 Literacy Instruction/IPG-Merideth Myers-Ignite Learning
8:00-11:00	**All 9-12 Staff**	**Required**	HCHS	Cybersecurity-Dr. Rutherford
9:00-11:00	K-5 Science Teachers	**Required**	EES	New Science Curriculum Training-McGraw Hill (Virtual)
12:00-3:00	6-8 Teachers	**Required**	HCHS	Effective Collaborative Planning-Erin R., Nicole D.
12:00-3:00	9-12 Teachers	**Required**	HCHS	High-impact Instructional Strategies-Merideth Myers-Ignite Learning
12:00-3:00	**All PreK-5 Staff**	**Required**	HCHS	Cybersecurity-Dr. Rutherford

Wednesday, July 16

Time	Target Group	Required/Optional	Site	Description
8:00-10:00	**All SPED Assistants**	**Required**	HCHS	Special Education Procedures for Assistants-Erin R.
8:00-11:00	PreK-5 Certified Teachers	**Required**	HCHS Forum	Implementation of Universal Design for Learning in the Classroom-Kate Martin
8:00-11:00	6-12 Teachers	**Required**	HCHS	AimsWeb Training-Kara Guynn
8:00-3:00	Student Supports Team**	**Required**	Campground Presbyterian Church 88 Campground Rd	**Includes SROs, CSH/FRC, School Counselors and Social Workers, PE teachers, School Psych, School Nurses
12:00-3:00	6-12 Certified Teachers	**Required**	HCHS Forum	Implementation of Universal Design for Learning in the Classroom-Kate Martin
12:00-3:00	PreK-5 Teachers	**Required**	HCHS	AimsWeb Training-Kara Guynn

Thursday, July 17

Time	Target Group	Required/Optional	Site	Description
8:00-11:00	K-5 Certified Teachers	**Required**	HCHS	Effective Collaborative Planning-Erin R., Cindy R., Nicole D., Josh R.
8:00-11:00	9-12 Certified ELA Teachers	**Required**	HCHS	Tier 1 Literacy Instruction/IPG-Merideth Myers-Ignite Learning
8:00-11:00	6-12 Certified Math Teachers	**Required**	HCHS	APSU- Dr. Joanne Philhower
12:00-3:00	9-12 Certified Teachers	**Required**	HCHS	Effective Collaborative Planning-Erin R., Cindy R., Nicole D., Josh R.
12:00-3:00	K-5 Certified Teachers	**Required**	HCHS	Tier 1 Literacy Instruction/IPG-Merideth Myers-Ignite Learning
12:00-3:00	**All 6-8 Staff**	**Required**	HCHS	Cybersecurity-Dr. Rutherford

Friday, July 18 – BREAKOUT Room Options

NOTE: You are REQUIRED to choose one breakout session during each block that they are offered. CPR sessions will be assigned to appropriate staff by the district. All certified teachers are REQUIRED to sign up for the SPED Accommodations & Modifications session *with the exception of special education teachers*.

Space is limited to 25 participants per breakout session with the exception of the SPED sessions. Sign up at this link to secure your spot:
SignUpGenius Link

Time	Target Group	Required/Optional	Presenter	Description
8:00-9:30				CPR-Limit 10
8:00-9:30			Erin R.	SPED Accommodations & Modifications
8:00-9:30			Josh R.	Google Drive, Calendar, Gmail, Classroom
8:00-9:30			Keli R.	Google Docs, Sheets, Slides, Forms
8:00-9:30			Nicole D.	Skyward
8:00-9:30	K-5		APSU	Math Instructional Strategies-K-5
8:00-9:30			Aimee A. & Christy M.	De-escalation Strategies
8:00-9:30	9-12		APSU	Teaching Bell to Bell Within a Block Schedule
8:00-9:30			APSU	Classroom Management-Dr. Cheryl Lambert
8:00-9:30			Andrea M.	Kagan Refresher
9:40-11:10				CPR-Limit 10
9:40-11:10			Erin R.	SPED Accommodations & Modifications
9:40-11:10			Josh R.	Google Drive, Calendar, Gmail, Classroom
9:40-11:10			Keli R.	Google Docs, Sheets, Slides, Forms

9:40-11:10			Nicole D.	Skyward
9:40-11:10	K-5		APSU	Math Instructional Strategies-K-5
9:40-11:10			Aimee A. & Christy M.	De-escalation Strategies
9:40-11:10	9-12		APSU	Teaching Bell to Bell Within a Block Schedule
9:40-11:10			APSU	Classroom Management-Dr. Cheryl Lambert
9:40-11:10			Andrea M.	Kagan Refresher
12:45-2:15				CPR-Limit 10
12:45-2:15			Erin R.	SPED Accommodations & Modifications
12:45-2:15			Josh R.	Google Drive, Calendar, Gmail, Classroom
12:45-2:15			Keli R.	Google Docs, Sheets, Slides, Forms
12:45-2:15			Nicole D.	Skyward
12:45-2:15	K-5		APSU	Math Instructional Strategies-K-5
12:45-2:15			Aimee A. & Christy M.	De-escalation Strategies
12:45-2:15	9-12		APSU	Teaching Bell to Bell Within a Block Schedule
12:45-2:15			APSU	Classroom Management-Dr. Cheryl Lambert
12:45-2:15			Andrea M.	Kagan Refresher
12:45-2:15	6-12 Science Teachers	**REQUIRED**	Savvas	Savvas Science Training

HOUSTON COUNTY SCHOOLS INSERVICE
2025-2026

July 15 Inservice day #1
July 16 Inservice day #2
July 17 Inservice day #3
July 18 Inservice day #4
October 6 Inservice day #5 (Optional)

<u>District Required Training for Educational Assistants</u> (does not include required Vector training and other required training not through Vector found at the beginning of this document)

Date	Time	Target Group	Required/Optional	Site	Presenter	Description
July 15th	8:00-11:00	**All high school assistants****	**Required**	HCHS	Josh R.	Cybersecurity
July 15th	12:00-3:00	**All K-5 assistants****	**Required**	HCHS	Josh R.	Cybersecurity
July 15th	8:00-3:00	**PreK assistants**	**Required**	ECN	Cindy R.	Annual PreK Training
July 16th	8:00-10:00	**All SPED Assistants**	**Required**	HCHS	Erin R.	SPED Procedures
July 17th	8:00-9:00	**All assistants**	**Required**	HCHS	Jennifer T. & Keli. R.	Vision & Hearing Screening Training
July 17th	9:15-11:00	**All assistants**	**Required**	HCHS	Aimee A. & Christy M.	De-escalation
July 17th	12:00-3:00	**All middle school assistants**	**Required**	HCHS	Josh R.	Cybersecurity

Assistants will attend the cybersecurity training unless they serve on the school restraint team in which case they will attend the restraint training instead.

Principals are responsible for planning activities for educational assistants during the week of inservice outside of these required trainings. Due to limited space and planning, educational assistants cannot be sent to other district trainings for certified staff members.

PRE-TRIP FORM: **Send this form to the central office before you make your trip.**

PLAN FOR EDUCATIONAL TRIP

[Remember, you must be able to connect this trip to what you teach or your job responsibilities.]

I plan to make the following educational trip and request inservice credit for it. I feel I will be able to use this experience to improve my classroom instruction/job performance.

Also, after my trip, I will turn in a brief report indicating how I will use the trip experience to improve my instruction.

NAME:_____DATE:_____

HOME PHONE: _____

GRADE OR SUBJECT YOU TEACH:_____

WHERE ARE YOU GOING?_____

_____

DATE TRIP IS PLANNED:_____
(If you do not know exactly, indicate week of month. Remember, it cannot be on a date you are already being paid.)

SIGNATURE:_____

(NOTE: If your plans change and you do not make your trip-you do not have to do anything.
You must turn in the post trip report to receive credit.)

EDUCATIONAL TRIP
INSERVICE CREDIT REQUEST
(POST-TRIP FORM)

(**Send this form in after your trip or with your final report**. It must be filed to receive credit.) (**Travel time cannot be part of the trip time**, however you may combine activities or more than one trip to get your 6 hours.) (You get 1-hour credit for 1 hour at your destination.) (Make copies of this form if necessary.)

NAME:_____DATE:_____

SCHOOL: EES TRES MS HS AHS VA (CIRCLE) GRADE/SUBJECT_____

I request _____ hours of inservice credit for the following trip I made.

TRIP DESTINATION:_____

DATE/S OF TRIP: _____

I will use my trip experience to enhance my instruction and classroom activities or job performance in the following way:

_____
_____
_____
_____
_____
_____
_____
_____
_____

_____
Signature
(Use back if necessary) Attach any literature, pamphlets, etc. you wish.

COMMITTEE WORK TIMESHEET

2025-2026

NAME:_____

LAST, FIRST

INSTRUCTIONS: Staff involved with the System/School Steering, School Improvement, Curriculum Guide, and any Other committee should use this form to record your time hr. for hr. (*SOME ACTIVITIES MAY HAVE A TIME LIMIT for a given year*.) **(List the total time on your final report and attach this form to it.)**

(Use a separate form for different committees.)

COMMITTEE NAME:_____

DATE BEGIN TIME END TIME TIME AMOUNT

_____
_____
_____
_____
_____
_____
_____
_____

Use back if necessary and carry time to front total. TOTAL TIME SERVED: _____

_____ _____

Committee Chairperson's Signature Teacher's Signature

(Be sure to send original copy.)

2025-2026 FINAL INSERVICE TRAINING REPORT

Turn this form in when you have completed 30 or more hours. (Must be turned in and approved by June 1, 2025).

NAME: _____CO EE TR MS HS AHS VA
Last First (Circle One)

When you have finished your 30 hours, return this final report to your secretary. You have until June 1, 2026 to complete your inservice. **(TO BE PAID FOR YOUR INSERVICE, YOUR FINAL REPORT MUST BE IN THE CENTRAL OFFICE AND APPROVED BY JUNE 1, 2026)**

List all of your inservice training activities and the total length of time for each.
Attach attendance verification for: Out of County activities, Committee Work, and trips as needed.
Please record the actual hours you attended the local inservice training activities and initial.

DATE	MAXIMUM HOURS	LOCATION	ACTIVITY DESCRIPTION	ACTUAL HOURS	YOUR INITIALS

Sub-Total from this page	
Sub-Total from additional activities	
TOTAL INSERVICE HOURS	

2025-2026
Additional Local & Out of County
Inservice Activities

(Summary of all activities not listed on previous page)

NAME:_____

For Committee Work: Itemize all dates and times on your worksheet and **attach to this report.**
For Out of County Activities: You must attach written verification.

On this page: Enter only a summary with the date or date range, title, and total hours.

Date	Activity Title	Location	Total Hours

Sub-total (Add to final report)	

Remember to attach your verification **for all out of county activities** and committee work. (If in doubt – verify!) Check handbook for instructions.

2025-2026
Calendar and Inservice Committee

Nicole Douglass, 6-12 Director of Teaching & Learning (Calendar Chair)
Cindy Ryan, K-5 Director of Teaching & Learning
Josh Rutherford, Director of Technology
Kelly Brown, Director of Federal Programs (Inservice Chair)
Erin Roselli, Director of Special Programs
Robin Fairclough, Director of Student Supports

Delissa Roby, Principal, Houston County High School
Courtney Melton, Teacher, Houston County High School

Andrea Martin, Principal, Houston County Middle School
Stephanie Stone, Teacher, Houston County Middle School

Jessica Lyle, Principal, Erin Elementary School
Kelsi Vanzant, Teacher, Erin Elementary School

Cathy Jones, Principal, Tennessee Ridge Elementary School
Tracy Clardy, Teacher, Tennessee Ridge Elementary School