Houston County Schools Inservice Schedule
June 1, 2026- May 31, 2027

**ANNUAL REQUIRED TRAININGS

Available on Vector Solutions @ Vector Solutions

Target Group	Activity	Check when Completed
ALL STAFF	• Suicide Awareness & Prevention • Bloodborne Pathogens • HIV/AIDS • AED • FERPA	❑ Suicide Awareness ❑ Bloodborne Pathogens ❑ HIV/AIDS ❑ AED ❑ FERPA
CERTIFIED STAFF	• Homeless Students	❑ Homeless Students
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
TSW Staff	• HIPPA	❑ HIPPA
504 Coordinators	• 504 Overview	❑ 504 Overview
SPED Staff	• Isolation & Restraint	❑ Isolation & Restraint

ANNUAL **REQUIRED TRAININGS** (Not available on Vector Solutions)

Target Group	Activity	Check when Completed
ALL STAFF	• De-escalation (13.33 minutes) Training Link • Child Abuse (23.25) Training Link • Protection of Pupil Rights Amendment • Human Trafficking Training Link	❑ De-escalation ❑ Child Abuse ❑ PPRA ❑ Human Trafficking
CERTIFIED STAFF	• Teacher Code of Ethics (33.51 minutes) Training Link • Harassment, Intimidation, Discrimination, Bullying, Cyber-bullying (Total of 3 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 & Assistant Principals	• Coordinated School Health (more info will be provided later) • School Security Act (more info will be provided later) • Search Training (located on TeachALL)	❑ CSH ❑ School Security Act ❑ Search Training
NEW* Child Abuse Coordinator & Alternate Coordinator	• Child Abuse Coordinator Training Training Link *This training is only for new coordinators. This does not need to be completed annually.	❑ Child Abuse Coordinator

Tuesday, July 21-*Trainers will swap locations*

Time	Target Group	Required/Optional	Site	Description
8:00-9:30	PreK-5 All teachers	**Required**	HCHS Forum	PLC Day Expectations, Q & A-Cindy, Nicole
8:00-9:30	6-8 All teachers	**Required**	HCHS Room 219	Dyslexia Characteristics and Screeners-Keli & Erin
8:00-9:30	9-12 All teachers	**Required**	HCHS Library	Mental Health-referral process, resources, strategies - Aimee, Haley, Counselors
9:40-11:10	PreK-5 All teachers	**Required**	HCHS Forum	Mental Health-referral process, resources, strategies
9:40-11:10	6-8 All teachers	**Required**	HCHS Room 219	PLC Day Expectations, Q & A
9:40-11:10	9-12 All teachers	**Required**	HCHS Library	Dyslexia Characteristics and Screeners
1:00-2:30	PreK-5 All teachers	**Required**	HCHS Forum	Dyslexia Characteristics and Screeners
1:00-2:30	6-8 All teachers	**Required**	HCHS Room 219	Mental Health-referral process, resources, strategies
1:00-2:30	9-12 All teachers	**Required**	HCHS Library	PLC Day Expectations, Q & A

Wednesday, July 22-*School-level* *training as assigned by building principals with the exception of the restraint training*

Time	Target Group	Required/Optional	Site	Description
8:00-3:00	**Restraint Teams**	**Required**	HCHS Room 107 AM/Gym PM	Annual restraint and de-escalation training for school teams. 2 participants will be trained as future trainers for our district.

Thursday, July 23

Time	Target Group	Required/Optional	Site	Description
8:00-11:00	All PreK-5 teachers	**Required**	HCHS Forum	All Things SPED-Erin/Keli
8:00-11:00	6-12 ELA teachers	**Required**	HCHS Commons	Lesson & Unit Protocol Documents
8:00-11:00	All other 6-12 teachers	**Required**	HCMS & HCHS	Principal directed training at each school
12:00-3:00	All PreK-5 teachers	**Required**	TRES & EES	Principal directed training at each school
12:00-3:00	6-12 All teachers	**Required**	HCHS Commons	All Things SPED

Friday, July 24 – BREAKOUT Room Options At HCHS

NOTE: You are REQUIRED to choose one breakout session during each block that they are offered.

Space is limited to 25 participants per breakout session. Sign up at this link to secure your spot: https://www.signupgenius.com/go/10C0E4DA9AF2EA2F5C16-64141114-houston

Time	Target Group	Required	Presenter	Room	Description
8:00-9:30			Josh R.	107	Google Apps-Intro/Refresher Course
8:00-9:30	K-12 teachers all subject areas		Merideth Myers	403	**Increasing Engagement** Get every student leaning in, thinking hard, and answering every question! In this session, you'll learn simple strategies to boost motivation and engagement to get your students actively participating in your lessons.
8:00-9:30	New Teachers		Nicole D.	217	Skyward
8:00-9:30	K-5 Teachers		Dr. Donna Short-APSU	218	How to Incorporate Hands-on Science Activities in the K-5 classroom

8:00-9:30	Any teacher who has ESL students on their roster	**Required**	Erin & Diana	219	Teaching ESL Students
8:00-9:30	Elementary ELA teachers		Cindy R.	306	Benchmark Curriculum Mini-Lessons
8:00-9:30	Staff willing to administer emergency meds		Courtney C.	307	Emergency Meds
9:40-11:10			Josh R.		Google Apps-Intro/Refresher Course
9:40-11:10	K-12 teachers all subject areas		Merideth Myers		**Teaching to the Top** This session is designed for educators who want to challenge their highest-performing students across all content areas. The session provides practical strategies that can be applied in any subject to maintain high expectations and help top students reach their full potential.
9:40-11:10	New Teachers		Nicole D.		Skyward
9:40-11:10	6-8 Teachers		Dr. Donna Short-APSU		How to Incorporate Hands-On Science Activities in the 6-8 classroom
9:40-11:10	Any teacher who has ESL students on their roster	**Required**	Erin R. & Diana		Teaching ESL Students
9:40-11:10	Elementary ELA teachers		Cindy R.		Benchmark Curriculum Mini-Lessons
9:40-11:10	Staff willing to administer emergency meds		Courtney C.		Emergency Meds
9:40-11:10			Joyce Craig-CCC		Drug Alliance Training
1:00-2:30			Josh R.		Google Apps-Advanced Course

1:00-2:30	3-12 ELA, Science, Social Studies teachers		Merideth Myers		**Deepening Comprehension Through Writing** In this interactive session, discover how written responses can enhance student thinking in all subject areas. Learn practical strategies for integrating writing into daily instruction to help students clarify their ideas, make connections, and deepen their understanding.
1:00-2:30	New Teachers		Nicole D.		Skyward
1:00-2:30	9-12 Teachers		Dr. Donna Short-APSU		Project Based Learning
1:00-2:30	Any teacher who has ESL students on their roster	**Required**	Erin R.		Teaching ESL Students
1:00-2:30	Elementary ELA teachers		Cindy R.		Benchmark Curriculum Mini-Lessons
1:00-2:30	Staff willing to administer emergency meds		Courtney C.		Emergency Meds

HOUSTON COUNTY SCHOOLS INSERVICE
2026-2027

July 21 Inservice day #1
July 22 Inservice day #2
July 23 Inservice day #3
July 24 Inservice day #4
Nov 23 Inservice day #5 (Optional)

District Required Training for Educational Assistants (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
07/22/26	8:00-3:00	**PreK Assistants**	**Required**	EES PreK classroom	Cindy R.	Required Annual Training
07/22/26	8:00-11:00	**SPED Assistants**	**Required**	HCHS Room 109	Erin R. Aimee & Christy	SPED Procedures & De-escalation

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.

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

Coordinated School Health Summer Professional Development ● **June 16-Brownville** ● **June 18-Sevierville** ● **June 23-Crossville** ● **July 14-Location TBD for Mid Cumberland** ● **July 16-Cleveland**	**Registration for June events will close on June 9th** **Registration for July events will close on July 9th** **Registration Link**	**Click here for more information**	**Targeted Audience:** ● PE Teachers ● CSH/FRC ● Counselors ● Social Workers ● Nurses ● Administrators
Active Students, Active Learners Virtual Professional Development	**Registration closes on June 4** Active Students, Active Learners Virtual Professional Development Registration Form.	**The Active Students, Active Learners Virtual Professional Development is a free and accessible opportunity for all educators to deliver best practices in school-based physical activity, physical education, and health education. Professional Development 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.** **The final schedule will offer at least 15 hours of professional development. Join as many or as few as you like! Hours will be tracked by individual session surveys**	**Targeted Audience:** ● All Teachers ● CSH/FRC ● Administrators

CPR Certification Opportunities- All coaches are required to maintain a valid CPR certification. Each session has a maximum capacity of 15 participants. Please use the link below to register for these sessions:

https://www.signupgenius.com/go/10C0E4DA9AF2EA2F5C16-64141954-cprsessions

Date	Time	Site
July 16	8:00-10:00	HCHS
July 16	10:00-12:00	HCHS
August 6	8:00-10:00	HCHS
August 6	10:00-12:00	HCHS

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

2026-2027

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.)

2026-2027

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

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

Valerie Hooper, Principal, Tennessee Ridge Elementary School
Tracy Clardy, Teacher, Tennessee Ridge Elementary School