



SUMMER INSTITUTES 2019

Professional Development Course Catalog





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Updated: 4/19/2019

ABOUT OUR CATALOG

Amphitheater Public Schools is an institution that promotes personal and professional growth. Providing adequate professional development builds confidence and dependability while improving efficiency and effectiveness. Amphitheater Public Schools strives to support individual and community growth for all employees and is a key factor in moving us forward as we prepare our graduates.

Training Registration & Policies

Registering for Professional Development Classes

Registration for Professional Development courses takes place through the district website, Blackboard. From the Professional Development page, you can view courses offered through a calendar view or through a course offering list. In order to register you will need to sign into the district webpages, Blackboard, using your district credentials. If you do not have district credentials please reach out to the course contact identified on the registration page.

To register directly from this document, click on the date associated hyperlink for the training of interest to be directed to the registration page for that course as seen below. Some trainings will only be offered once as others may be offered multiple times.

Blackboard- Creating a Digital Presence with Webpages	
Audience	Any
Type of Training	1 Hour
Eligible for 2019	No
Replication Stipend	
Stipend	N/A
Registration Link	June 12th, 10:15am-11:15am, Wetmore LPDC Agave July 26th, 11am-12pm, Wetmore LPDC Saguaro
Capacity	25
Description	This course is designed for individuals utilizing their School Wires webpage. The course will cover adding/removing links, documents, and multimedia, in addition to discussing the calendar capabilities. When you leave this session, you should be able to successfully manipulate your webpage.
Instructor(s)	Lauren McIntyre- Director of Instructional Technology

The course catalog will continue to be updated as additional courses are made available.

Cancellation Policy

All courses require a minimum of 10 participants. Courses not meeting the minimum requirements will be cancelled 24 hours prior to the event.

To cancel your registration, go to the registration page of the course you selected and at the bottom and select cancel and unregister. In order for the cancel icon to appear make sure you are signed into Blackboard using your district credentials.

TRAININGS

Balanced Literacy Instruction for the Intermediate Grades	
Audience	Third, Fourth and Fifth Grade Teachers (including special programs)
Type of Training	All day (Two days)
Eligible for 2019 Replication Stipend	Yes
Stipend	\$175 per day for teachers who were on contract in 2018-2019 and hold a contract for 2019-2020. You must attend both days to receive the stipend.
Registration Link	June 12th-13th, 8:30am-3:30pm each day, Wetmore LPDC Ocotillo
Capacity	25
Description	In this two-day training, teachers will have the opportunity to delve into Balanced Literacy for the Intermediate Grades! This framework involves a combination of direct instruction and small group instructional strategies. Participants will learn how to implement evidence-based models such as: Writer's Workshop, Guided Reading, Close Reading, Literature circles, Blended learning, and Station Rotations. During these interactive sessions, participants will leave with tangible resources that they can use for the upcoming school year and beyond.
Instructor(s)	Mamie Spillane- Curriculum and Instruction Support Specialist Flori Huitt- Curriculum and Instruction Support Specialist

Blackboard- Creating a Digital Presence with Webpages	
Audience	Any
Type of Training	1 Hour
Eligible for 2019 Replication Stipend	No
Stipend	N/A
Registration Link	June 12th, 10:15am-11:15am, Wetmore LPDC Agave July 26th, 11am-12pm, Wetmore LPDC Saguaro
Capacity	25
Description	This course is designed for individuals utilizing their School Wires webpage. The course will cover adding/removing links, documents, and multimedia, in addition to discussing the calendar capabilities. When you leave this session, you should be able to successfully manipulate your webpage.
Instructor(s)	Lauren McIntyre- Director of Instructional Technology

BYOD: What is it and how does it work?	
Audience	Any
Type of Training	1 Hour
Eligible for 2019 Replication Stipend	No
Stipend	N/A
Registration Link	June 12th, 9am-10am, Wetmore LPDC Agave
Capacity	25
Description	This course is designed to teach individuals how to integrate BYOD into their classroom. The course will cover connectivity, access points, rights, classroom management, implementation activities, and troubleshooting.
Instructor(s)	Lauren McIntyre- Director of Instructional Technology

Daily Number Routines	
Audience	First and Second Grade Teachers (including special programs)
Type of Training	All day
Eligible for 2019 Replication Stipend	Yes
Stipend	\$175 per day for teachers who were on contract in 2018-2019 and hold a contract for 2019-2020. You must attend entire day to receive the stipend.
Registration Link	June 11th, 8:30am-3:30pm, Wetmore LPDC Saguaro
Capacity	25
Description	Through daily number sense routines, teachers can improve their students' conceptual fluency, problem solving skills and math discourse. This full-day session will offer teachers a myriad of ideas to incorporate into their classrooms on the first day back to school. Teachers will "make and take" several number routine items. Additionally, teachers will receive a copy of Sherry Parrish's Number Talks book.
Instructor(s)	Erika Genis- Assistant Principal Coronado K-8

Digital Citizenship & Digital Literacy	
Audience	Any
Type of Training	1 Hour
Eligible for 2019 Replication Stipend	No
Stipend	N/A
Registration Link	July 22nd, 1:30pm-2:30pm, Wetmore LPDC Saguaro
Capacity	25
Description	This course is designed to support technology literacy. This course will cover: Common Sense Lessons, CIPA requirements, Digital Integration Skills Scope and Sequence, and Parent Outreach. When you leave this session, you be able to: integrate Common Sense lesson plans, identify resources to share with parents and create a classroom digital citizenship plan of action.
Instructor(s)	Lauren McIntyre- Director of Instructional Technology

Digital Integration Training K-2	
Audience	Kindergarten, 1st and 2nd grade Teachers
Type of Training	All day
Eligible for 2019 Replication Stipend	Yes
Stipend	\$175 per day for teachers who were on contract in 2018-2019 and hold a contract for 2019-2020. You must attend entire day to receive the stipend.
Registration Link	June 13th, 8:30am-3:30pm, Wetmore LPDC Agave
Capacity	25
Description	During this training, teachers will have the opportunity to identify effective digital integration strategies for district resources. Participants will collaborate with other grade level teachers, dissect digital resources, share applications, learn how SMART software can enhance classroom engagement and access a variety of teaching and learning resources to improve digital integration.
Instructor(s)	Lauren McIntyre- Director of Instructional Technology

Digital Integration Training 3-5	
Audience	3rd, 4th and 5th grade Teachers
Type of Training	All day
Eligible for 2019 Replication Stipend	Yes
Stipend	\$175 per day for teachers who were on contract in 2018-2019 and hold a contract for 2019-2020. You must attend entire day to receive the stipend.
Registration Link	June 20th, 8:30am-3:30pm, Wetmore LPDC Saguaro
Capacity	25
Description	During this training, teachers will have the opportunity to identify effective digital integration strategies for district resources. Participants will collaborate with other grade level teachers, dissect digital resources, share applications, learn how SMART software can enhance classroom engagement and access a variety of teaching and learning resources to improve digital integration.
Instructor(s)	Lauren McIntyre- Director of Instructional Technology

Excel 101	
Audience	Any
Type of Training	1 Hour
Eligible for 2019 Replication Stipend	No
Stipend	N/A
Registration Link	June 10th, 11:30am-12:30pm, Wetmore LPDC Agave
Capacity	25
Description	This course is designed to introduce people to concepts of spreadsheets. The course will cover toggling shortcuts, sorting, filtering, and performing mathematical calculations. When you leave this session, you should be able to organize and perform basic mathematical calculations.
Instructor(s)	Lauren McIntyre- Director of Instructional Technology

Exploring Our District Technology	
Audience	Any
Type of Training	1 Hour
Eligible for 2019 Replication Stipend	No
Stipend	N/A
Registration Link	July 26th, 9:45am-10:45am, Wetmore LPDC Saguaro
Capacity	25
Description	This course is designed for individuals interested in learning about Technology in Amphi. This course will cover how to access and utilize Blackboard and SharePoint. In addition, it will offer a chance to ask questions regarding district technology opportunities. When you leave this session, you should be able to: access various forms on Blackboard and SharePoint and have a basic understanding of Amphi Technology.
Instructor(s)	Lauren McIntyre- Director of Instructional Technology

Fruit Fly Genetics	
Audience	8 th Grade Science and 9 th Grade Biology Teachers
Type of Training	All day
Eligible for 2019 Replication Stipend	Yes
Stipend	\$175 per day for teachers who were on contract in 2018-2019 and hold a contract for 2019-2020. You must attend entire day to receive the stipend.
Registration Link	June 25th, 8:30am-3:30pm, Coronado MS Rm 106
Capacity	20
Description	In this one-day training, teachers will have the opportunity to walk through a genetics unit project (PBL) using actual fruit flies. Participants will learn what equipment is involved, and how to use it in order to complete 3 or more crossings of flies (P, F1 and F2 generations). Participants will receive all instructions, procedures, documents as well as samples of student work. All participants will also receive an equipment and supply stipend upon initiation of this unit in their schools.
Instructor(s)	Jeremy Hayes- MS Teacher

Google 101	
Audience	Anyone
Type of Training	1 Hour
Eligible for 2019 Replication Stipend	No
Stipend	N/A
Registration Link	June 19th, 10:15am-11:15am, Wetmore LPDC Agave July 22nd, 9:45am-10:45am, Wetmore LPDC Saguaro July 26th, 1pm-2pm, Wetmore LPDC Saguaro
Capacity	25
Description	This course is designed to introduce individuals to G-Suite. The course will cover folder creation, document creation, and sharing functionality. When you leave this session, you should be able to create, share, and access a variation of documents.
Instructor(s)	Lauren McIntyre- Director of Instructional Technology

Google 101 & Google Classroom Crash Course	
Audience	Anyone
Type of Training	1 Hour
Eligible for 2019 Replication Stipend	No
Stipend	N/A
Registration Link	June 19th, 9am-10am, Wetmore LPDC Agave July 22nd, 8:30am-9:30am, Wetmore LPDC Saguaro
Capacity	25
Description	This course is designed to introduce and/or review Google Drive and Google Classroom. The course will cover Google Account Basics, sharing functionality, and setting up Google Classrooms. When you leave this session, you should be able to locate programs within your district Google Account to create, share, and set-up a Google Classroom.
Instructor(s)	Lauren McIntyre- Director of Instructional Technology

Google 202	
Audience	Anyone
Type of Training	1 Hour
Eligible for 2019 Replication Stipend	No
Stipend	N/A
Registration Link	June 19th, 1pm-2pm, Wetmore LPDC Agave July 22nd, 12:15pm-1:15pm, Wetmore LPDC Saguaro
Capacity	25
Description	This course is designed for individuals with basic knowledge of Google. The course will cover: creating custom search engines within a document, integrating Google Calendar, and many others. When you leave this session, you should be able to incorporate Google tools and programs to enhance your Google documents and applications.
Instructor(s)	Lauren McIntyre- Director of Instructional Technology

Google Classroom	
Audience	Anyone
Type of Training	1 Hour
Eligible for 2019 Replication Stipend	No
Stipend	N/A
Registration Link	June 19th, 11:30am-12:30pm, Wetmore LPDC Agave July 22nd, 11am-12pm, Wetmore LPDC Saguaro July 26th, 2:15pm-3:15pm, Wetmore LPDC Saguaro
Capacity	25
Description	This course is designed for teachers in a digital environment. The course will cover set-up, organization, and student interaction for Google Classrooms. When you leave this session, you should be able to effectively utilize Google Classrooms.
Instructor(s)	Lauren McIntyre- Director of Instructional Technology

Integrating STEM in the Elementary Classroom	
Audience	Elementary Teachers K-5
Type of Training	All day (Two days)
Eligible for 2019 Replication Stipend	Yes
Stipend	\$175 per day for teachers who were on contract in 2018-2019 and hold a contract for 2019-2020. You must attend both days to receive the stipend.
Registration Link	June 17th-18th, 8:30am-3:30pm, Wetmore LPDC Saguaro
Capacity	50
Description	Teachers will learn how to implement the 5e lesson plan model, develop and implement Integrated STEM Units of Study, using the Engineering Design Process and the Scientific Inquiry Method.
Instructor(s)	Michael McConnell- Innovation Principal Teacher Guest Speakers

Integrating with Edgenuity	
Audience	6-12 grade teachers
Type of Training	1 Hour
Eligible for 2019 Replication Stipend	No
Stipend	N/A
Registration Link	June 12th, 11:30am-12:30pm, Wetmore LPDC Agave
Capacity	25
Description	During this training course, teachers will explore the Edgenuity platform. During exploration, teachers will locate standards, learn how to create customized courses and access helpful teaching and learning resources such as videos, how to documents and more.
Instructor(s)	Lauren McIntyre- Director of Instructional Technology

iPad Projects and Activities for Powerful Learning	
Audience	Any
Type of Training	1 Hour
Eligible for 2019 Replication Stipend	No
Stipend	N/A
Registration Link	June 12th, 1pm-2pm, Wetmore LPDC Agave
Capacity	25
Description	This course is designed for individuals looking for ways to use iPads to support and enhance classroom activities. The course will cover activities you can do offline, apps for teachers, apps for specific content areas such as digital stories, and intervention and acceleration.
Instructor(s)	Lauren McIntyre- Director of Instructional Technology

Microsoft Office Tips and Tricks	
Audience	Any
Type of Training	1 Hour
Eligible for 2019 Replication Stipend	No
Stipend	N/A
Registration Link	June 10th, 1pm-2pm, Wetmore LPDC Agave
Capacity	25
Description	This course is designed for individuals interested in combining multiple features of Office. The course will cover mail merging, modifying images, and advanced functions. When you leave this session, you should be able to create a mail merge document using advanced filtering and have a basic understanding of each program.
Instructor(s)	Lauren McIntyre- Director of Instructional Technology

Outlook 101	
Audience	Any
Type of Training	1 Hour
Eligible for 2019 Replication Stipend	No
Stipend	N/A
Registration Link	June 10th, 9am-10am, Wetmore LPDC Agave
Capacity	25
Description	This course is designed to introduce Outlook functions for organizational tasks. The course will cover personalizing your account, sending/receiving/recalling email, creating events, and organizing your messages. When you leave this session, you should be able to use Outlook at a beginning level.
Instructor(s)	Lauren McIntyre- Director of Instructional Technology

Pearson Realize Training	
Audience	K-12 Teachers using Pearson
Type of Training	1 Hour
Eligible for 2019 Replication Stipend	No
Stipend	N/A
Registration Link	K-2: July 29th, 9am-11am, Wetmore LPDC Saguaro 3-5: July 29th, 12:30pm-2:30pm, Wetmore LPDC Saguaro 6-8: July 30th, 9am-11am, Wetmore LPDC Saguaro 9-12: July 30th, 12:30pm-2:30pm, Wetmore LPDC Saguaro
Capacity	25
Description	During this training, teachers will have a chance to explore the Pearson Realize platform, ask questions, identify how certain tools can be utilized for the teacher and student. Teachers will be able to begin establishing their Pearson course calendar for the 2019-2020 school year at this time with the assistance of a Pearson trainer.
Instructor(s)	Jayne Feuerbacher, Pearson Realize Trainer

Picture-Perfect STEM K,1	
Audience	Kindergarten and 1st grade Teachers (who teach Science)
Type of Training	All day
Eligible for 2019 Replication Stipend	Yes
Stipend	\$175 per day for teachers who were on contract in 2018-2019 and hold a contract for 2019-2020. You must attend entire day to receive the stipend.
Registration Link	June 19th, 8:30am-3:30pm, Wetmore LPDC Saguaro
Capacity	20
Description	In this training, teachers will be introduced to the Picture-Perfect Science/STEM series for elementary school science. The Picture-Perfect series uses story books to engage students in scientific phenomena, and follows the 5E model with Inquiry-based instruction. There will be a short review of the 5E model and Inquiry approach followed by a walk-through of lessons that address Kindergarten and 1st grade science standards. Lesson plans will include one Picture-Perfect lesson per grade, plus Extension lessons to connect concepts to real world applications and student-driven

	inquiry. The focus for both grades will be on the Life Science Standards: Habitats, Life Cycles, Classification and Body Structures. Participants will be outfitted with lesson plans and tangible resources.
Instructor(s)	Pam Vandivort- Science STEM Coordinator

Picture-Perfect STEM 2,3

Audience	2nd and 3rd grade Teachers (who teach Science)
Type of Training	All day
Eligible for 2019 Replication Stipend	Yes
Stipend	\$175 per day for teachers who were on contract in 2018-2019 and hold a contract for 2019-2020. You must attend entire day to receive the stipend.
Registration Link	June 20th, 8:30am-3:30pm, Wetmore LPDC Saguaro
Capacity	20
Description	In this training, teachers will be introduced to the Picture-Perfect Science/STEM series for elementary school science. The Picture-Perfect series uses story books to engage students in scientific phenomena, and follows the 5E model with Inquiry-based instruction. There will be a short review of the 5E model and Inquiry approach followed by a walk-through of lessons that address 2nd and 3rd grade science standards. Lesson plans will include one Picture-Perfect lesson per grade, plus Extension lessons to connect concepts to real world applications and student-driven inquiry. The focus for both grades will be on the Earth and Space Science Standards: Sun/Moon/Solar System, Solar Energy, Weather. Participants will be outfitted with lesson plans and tangible resources.
Instructor(s)	Pam Vandivort- Science STEM Coordinator

Picture-Perfect STEM 4,5

Audience	4th and 5th grade Teachers (who teach Science)
Type of Training	All day
Eligible for 2019 Replication Stipend	Yes
Stipend	\$175 per day for teachers who were on contract in 2018-2019 and hold a contract for 2019-2020. You must attend entire day to receive the stipend.
Registration Link	June 24th, 8:30am-3:30pm, Wetmore LPDC Saguaro
Capacity	20
Description	In this training, teachers will be introduced to the Picture-Perfect Science/STEM series for elementary school science. The Picture-Perfect series uses story books to engage students in scientific phenomena, and follows the 5E model with Inquiry-based instruction. There will be a short review of the 5E model and Inquiry approach followed by a walk-through of lessons that address 4th and 5th grade science standards. Lesson plans will include one Picture-Perfect lesson per grade, plus Extension lessons to connect concepts to real world applications and student-driven inquiry. The focus for both grades will be on the Life Science Standards: Adaptations, Evolution, Genetics, Fossils, Habitats. Participants will be outfitted with lesson plans and tangible resources.
Instructor(s)	Pam Vandivort- Science STEM Coordinator

Positive Behavior Intervention Supports (PBIS)	
Audience	K-8 School level teams/leadership teams, Building Administrators, Designees, and BIMs
Type of Training	All day (Two days)
Eligible for 2019 Replication Stipend	Yes
Stipend	\$175 per day for teachers who were on contract in 2018-2019 and hold a contract for 2019-2020. You must attend both days to receive the stipend.
Registration Link	June 10th-11th, 8:30am-3:30pm, Wetmore LPDC Ocotillo
Capacity	25
Description	<p>Establishing a school-wide system for supporting and promoting positive student behavior.</p> <p>In this two-day training, school teams will participate in an overview of a Tier 1 SWPBIS model. School teams will learn how to assess their current systems using PBIS Assessment tools, as well as collective leadership Practices, Systems, and Data needed that lead to sustained PBIS implementation, including: Teams, Ownership, Assessment, Expectations, Teaching, Reinforcement, Accountability, Data, and Roll out Systems. Participants will leave having a better understanding of their next steps for successful and sustained school-wide PBIS implementation.</p> <p>NOTE: MUST ATTEND AS A SCHOOL TEAM WITH THE PRINCIPAL</p>
Instructor(s)	Jason Weaver- Principal, Harelson Elementary School

Project CRISS	
Audience	5 th -12 th grade Teachers
Type of Training	All day (Three days)
Eligible for 2019 Replication Stipend	Yes
Stipend	\$175 per day for teachers who were on contract in 2018-2019 and hold a contract for 2019-2020. You must attend all three days to receive the stipend.
Registration Link	June 17th-19th, 8:30am-3:30pm, Wetmore LPDC Agave
Capacity	30
Description	<p>In this workshop, participants learn about Project CRISS (CReating Independence through Student-owned Strategies). The training focuses on teaching students how to become independent learners using strategies that promote the learning of vocabulary, discussion, note-taking, organizing information, extracting information from multiple sources to solve a problem, reading, and writing. Teachers will learn high-impact strategies including practical ideas for the teaching and learning toolbox that engage participants in lessons adapted to model what implementation looks like in the classroom. Participants work with content materials from different disciplines to experience cross-curricular applications and learn from each other in facilitated discussions about teaching and learning. CRISS training is appropriate for all subject areas. This introductory workshop is hands-on and participants leave with learning strategies they can implement immediately.</p>
Instructor(s)	Carrie Bejarano- AHS Science Teacher

R.E.E.L	
Audience	Kindergarten, First and Second Grade Teachers (including special programs)
Type of Training	All day (Three days)
Eligible for 2019 Replication Stipend	Yes
Stipend	\$175 per day for teachers who were on contract in 2018-2019 and hold a contract for 2019-2020. You must attend all three days to receive the stipend.
Registration Link	May 28th-30th, 8:30am-3:30pm each day, Wetmore LPCD Agave
Capacity	25
Description	Reaching Every Early Learner (REEL) Renewed is a collaborative learning experience that will allow teachers to acquire knowledge in phonological awareness, word analysis, systematic phonics instruction, reading fluency, and comprehension using a Balanced Literacy framework. This experience provides the opportunity to increase content knowledge to support early literacy, analyze assessment data, plan for differentiated instruction, and discover additional ways to engage students.
Instructor(s)	Robbin Arthurs- Curriculum and Instruction Support Specialist

SMART Lab	
Audience	Any
Type of Training	1 Hour
Eligible for 2019 Replication Stipend	No
Stipend	N/A
Registration Link	June 6th, 10:15am-11:15am, Wetmore LPDC Saguaro
Capacity	25
Description	This training is intended to demonstrate the interactive tools SMART software has to offer. Individuals will have a chance to create and test out activities while creating a content library.
Instructor(s)	Lauren McIntyre- Director of Instructional Technology

SMART Notebook Tools	
Audience	Any
Type of Training	1 Hour
Eligible for 2019 Replication Stipend	No
Stipend	N/A
Registration Link	June 6th, 11:30am-12:30pm, Wetmore LPDC Saguaro
Capacity	25
Description	This training is intended to demonstrate and introduce SMART Notebook features for daily classroom integration. Individuals will have a chance to learn how to integrate features such as search tools, black out screens and interactive page features.
Instructor(s)	Lauren McIntyre- Director of Instructional Technology

SMART Tool Version 18 Overview	
Audience	Any
Type of Training	1 Hour
Eligible for 2019 Replication Stipend	No
Stipend	N/A
Registration Link	June 6th, 9am-10am, Wetmore LPDC Saguaro July 26th, 8:30am-9:30am, Wetmore LPDC Saguaro
Capacity	25
Description	This training is intended to demonstrate and introduce SMART Version 18 software. Individuals will have a chance to preview SMART Lab, and new organizational features of SMART Notebook.
Instructor(s)	Lauren McIntyre- Director of Instructional Technology

Waterford (Getting Started)	
Audience	Kindergarten and 1 st Grade Teachers
Type of Training	3 Hours
Eligible for 2019 Replication Stipend	No
Stipend	N/A
Registration Link	June 6th, 8:30am-11:30am, Wetmore LPDC Agave
Capacity	25
Description	This hands-on session provides teachers with the essential skills they need to get up and running right away, including: using the Waterford Manager to set up classes and assign courses, navigating the student login portal and Mobile app, reviewing the scope and sequence, understanding usage recommendations, and accessing ongoing support.
Instructor(s)	Tahra Tibbs- Waterford Trainer

Waterford (Getting Re-started)	
Audience	Kindergarten and 1 st Grade Teachers
Type of Training	3 Hours
Eligible for 2019 Replication Stipend	No
Stipend	N/A
Registration Link	June 6th, 12:30pm-3:30pm, Wetmore LPDC Agave
Capacity	25
Description	This hands-on session provides teachers with the essential skills they need to get up and running right away, including: using the Waterford Manager to set up classes and assign courses, navigating the student login portal and Mobile app, reviewing the scope and sequence, understanding usage recommendations, and accessing ongoing support. This session can also be provided as a refresher course with review for those who have previously implemented Waterford with a focus on new product features.
Instructor(s)	Tahra Tibbs- Waterford Trainer

Word 101	
Audience	Any

Type of Training	1 Hour
Eligible for 2019 Replication Stipend	No
Stipend	N/A
Registration Link	June 10th, 10:15am-11:15am, Wetmore LPDC Agave
Capacity	25
Description	This course is designed to introduce people to the basics of a word processor. The course will cover best practice strategies and introduce word processing features. When you leave this session, you should be able to utilize word processing tools to become more efficient and more productive.
Instructor(s)	Lauren McIntyre- Director of Instructional Technology

TRAININGS BY POSITION

The following trainings are organized by position to assist you in identifying potential courses that may be of interest to you.

	Administrators	Classified	Teachers K-2	Teachers 3-5	Teachers 6-8	Teachers 9-12	Addendum
Balanced Literacy Instruction for the Intermediate Grades				X			X
Blackboard- Creating a Digital Presence with Webpages	X	X	X	X	X	X	
BYOD: What is it and how does it work	X	X	X	X	X	X	
Daily Number Routines			X				X
Digital Citizenship & Digital Literacy	X		X	X	X	X	
Digital Integration Training K-2			X				X
Digital Integration Training 3-5				X			X
Excel 101	X	X	X	X	X	X	
Exploring Our District Technology	X	X	X	X	X	X	
Fruit Fly Genetics					X	X	X
Google 101	X	X	X	X	X	X	
Google 101 & Google Classroom Crash Course			X	X	X	X	
Google 202			X	X	X	X	
Google Classroom			X	X	X	X	
Integrating STEM in the Elementary Classroom			X	X			X
Integrating with Edgenuity					X	X	
iPad Projects and Activities for Powerful Learning			X	X	X	X	
Microsoft Office Tips and Tricks	X	X	X	X	X	X	
Outlook 101	X	X	X	X	X	X	
Pearson Realize Training			X	X	X	X	
Picture-Perfect STEM K,1			X				X
Picture-Perfect STEM 2,3			X	X			X
Picture-Perfect STEM 4,5				X			X
Positive Behavior Intervention Supports (PBIS)	X		X	X	X		X
Project CRISS				X	X	X	X
R.E.E.L			X				X
Secondary Math Curriculum (Coming Soon)					X	X	
SMART Lab	X	X	X	X	X	X	
SMART Notebook Tools	X	X	X	X	X	X	
SMART Tool Version 18 Overview	X	X	X	X	X	X	
Waterford			X				
Word 101	X	X	X	X	X	X	

CLASSIFIED CREDIT POLICY & FORM

G-8711.1

GDMB-R

SUPPORT STAFF TRAINING, CONFERENCES, AND WORKSHOPS

Professional Growth

In accordance with the policy established by the Governing Board, all college course work or in-service education programs must be approved by the administration if payment for same is to be received. Each classified employee shall receive an annual payment of \$31.26 per year for each college credit or other approved credit earned by said employee. Insofar as possible, approval should be received prior to enrollment in the course or workshop. Professional growth payment shall be considered a benefit, and all applicable policies concerning benefits shall apply. In every case, a transcript or official statement indicating successful completion of the course must be presented to the human resources division no later than October 1.

No credit for paid employment. Paid summer employment ordinarily will not be approved for in-service education credit for salary purposes.

Paid in-service training activities. Paid in-service training activities will not merit in-service education credits unless carried out under the auspices of the National Science Foundation, the National Defense Education Act, or similar organization or legislation.

Formal credits. Formal credits will be approved for stipend payment only if they meet the following criteria:

- ◆ Taken in a recognized institution of higher education and documented by an official transcript or statement. This transcript shall indicate successful completion of the course and shall be filed with the human resources division.
- ◆ In the general field of the employee's work or an aspiring assignment within the district.
- ◆ Supervisor shall indicate that course work meets the above criteria.
- ◆ Associate to the superintendent will approve the request form.

In-service training course credit. In-service education credits will be approved for payment upon the following terms only if they meet all of the following criteria:

- ◆ Credit for in-service training courses or workshops shall be granted only when approved by the supervisor and the Superintendent or designee.

- ◆ Documented by an official transcript or certificate of completion to be filed with the Human Resources Department.
- ◆ One unit of credit will be granted for each 15 hours of attendance at in-service training activities.
- ◆ Hours may be accumulated from multiple in-service training courses/ workshops/seminars. Content of such in-service training activities does not need to be related.
 - Hours may be submitted only in blocks of 15 hours. Accumulated hours should be submitted using the Request for Approval of In-Service Education Hours form (Exhibit **GDMB-EB**). It is the responsibility of the employee to monitor the accumulation of hours and maintain related documentation until submitted for salary credit.
- ◆ Staff members should submit applications for credit in advance to the designated representative of the Superintendent.

Appeal Process for denial of credit. When a course is denied for salary credit, a course description and rationale statement may be submitted to the Support Staff Development Committee. This committee, comprised of representatives of the Human Resources Department, support staff, administration and the Association may recommend course approval and forward their action to Human Resources. If this committee also denies the credit, no further action will be taken.

Limitation on credits for payment. Payment for approved extra credits shall be limited to 60 units. At the rate of \$31.26 per unit, the maximum monies allowed shall be \$1,875.60.

Request for payment. Requests for payment for extra credits for approved college course work or approved in-service training must be received by the payroll office no later than October 1 of each year. Approval forms and transcripts received after this date will not be paid until the following fiscal/academic year.

Lump-sum payment. Lump-sum payments will be made to classified employees. Every effort will be made to complete payroll computations so that said payments may be made no later than the last pay period in November. A lump-sum payment for extra credit will be made only once during any fiscal/academic year. Tax adjustments shall automatically be made by the payroll office if the lump-sum increase exceeds \$100.00.

Adopted: date of manual adoption

**CLASSIFIED EMPLOYEE REQUEST FOR APPROVAL OF COLLEGE COURSES OR
IN-SERVICE EDUCATION PROGRAMS**

I. Prior Approval:

I hereby request approval for the following educational program(s) which I intend to enroll or for which I will soon complete:

College Course(s)/In-service Training	Start Date	Institution

Please state how the proposed course(s)/in-service will help you in your present or aspiring assignments:

The course(s)/in-service training was not paid for by Amphitheater Public Schools

The course(s)/in-service are in my general field or aspiring field of employment

Print Your Name _____ Site _____

Employee's Signature _____ Date: _____

Employee Supervisor's Signature _____ Date: _____

*****Route to HR *****

HR USE ONLY : <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
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II. Upon Course(s)/In-service Completion:

An official transcript or certificate of completion is attached (in-service hours are submitted in blocks of 15 hours)

I completed the course(s)/in-service on my own unpaid time.

Employee's Signature _____ Date: _____

Approved Disapproved _____ Date: _____

Human Resources

In every case, an official transcript or official statement indicating successful completion of the course must be presented to the Human Resources Department no later than **October 1st**. Appeal Process for denial of credit: When a course or in-service is denied for salary credit, the employee may request a committee review. The course description and rationale statement must be submitted to the Support Staff Development Committee. The committee may recommend course approval and forward their action to the Human Resources Department. If the committee also denies the credit, no further action will be taken.