

## Professional Learning Community Group Study General Information

### **General Information:**

A learning community is an opportunity for a group of individuals to work together to conduct **in-depth investigation** into an area related to one or more of the professional development focus areas. The study, like all other forms of professional development, should ultimately result in an increase in student achievement.

### **Pre-Approval:**

Required by School Administrator and Curriculum & Instruction Department.

### **Activities:**

Activities should include reading, discussion, research and evaluation.

### **Hours/Inservice Points:**

Learning communities must be a minimum of 10 hours and a maximum of 30 contact hours in length. Points will be awarded at the rate of one (1) point per hour of learning community. You may double the number of contact hours awarded for independent study/research. (Example: a 10 contact hour study may also include 10 hours for independent study/research).

### **Procedures:**

#### **Step One – Pre-Approval:**

- Assemble the learning community for an initial meeting to develop the study group proposal, including focus, objectives, professional materials/resources and agenda.
- Learning community leader submits the proposal to the Curriculum & Instruction Department a minimum of two weeks in advance of the beginning of the learning community. The proposal will be reviewed according to the criteria listed in the attached rubric. Once approved, the learning community leader will receive further direction for the group study, official sign-in sheets for meetings, evaluation forms, and learning community logs to be completed at each meeting.

#### **Step Two – Beginning:**

- Begin the learning community.
- Maintain a learning community group log for each meeting.

#### **Step Three – Completion/Evaluation:**

- Learning community members complete an evaluation.
- Learning community leader submits the sign-in sheets and evaluations to the Curriculum & Instruction Department upon completion of the learning community.
- Learning community members submit a Follow-up Form and Time and Activity Log to the Curriculum & Instruction Department within 60 days of completion of the learning community for inservice points.

### **Approval for Inservice Points:**

Please allow two to three weeks for your inservice request to be reviewed. If additional information is needed, you will be contacted; otherwise, once approved, your inservice points will be entered into your inservice record. You can check your inservice points at any time by visiting the Professional Development Management System web site at <https://www.my-points.org>. It is recommended that you check your inservice record regularly to be sure your record is up-to-date.

# Professional Learning Community Study Proposal

Learning Community Leader Name:		
School/Department:	Title of Learning Community:	
Expected Begin Date:	Expected End Date:	Approx. # Contact Hours:

**For Pre-Approval:**

For pre-approval, submit this form and your proposal to the Curriculum & Instruction Department, **a minimum of two weeks in advance of the study**. Once approved, you will print an individual time log to maintain during your study.

**Proposal:**

**Attach a typed, narrative report responding to each section listed below.**

**Section 1 – PLANNING:**

1. Describe how your study specifically relates to your school’s School Improvement Plan and your Individual Professional Development Plan.
2. Describe the demonstrated need for this study based on student achievement data. Identify the data used to support this need.
3. Identify the goal and specific objectives for the learning community.
4. Identify your group members.

**Section 2 – DELIVERY:**

1. Identify the research-based professional materials to be studied.
2. Describe the action plan/agenda for this learning community.

**Section 3 – FOLLOW-UP:**

1. Identify your plan to determine the participant’s implementation and evaluation.

**Section 4 – EVALUATION:**

1. Describe your plan for evaluation. How the success of this learning community will be evaluated as to impact on student achievement.

**In order to maintain individual options for inservice credit, it is important that the quality of work submitted represents the standard for the education profession. Employees are asked to show a high degree of professionalism in their work. Proposals not meeting these standards will be returned for revision before inservice points can be awarded.**

**School Administrator Approval:**

Ask your school administrator to sign below approving your proposal for the Individual Study.

\_\_\_\_\_  
Signature of School Administrator \_\_\_\_\_ Date

<b><i>Curriculum &amp; Instruction Pre-Approval</i></b>			
_____ Signature	_____ Date	_____ Component	
<b><i>Curriculum &amp; Instruction Final Approval</i></b>			
_____ Signature	_____ Date	_____ Component	_____ Points