



*Excellence by Design*

# Fauquier County Public Schools

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## The Professional Development Program 2018-2019

### Program Principles

Fauquier County Public Schools has a long tradition of providing exemplary and differentiated professional development experiences for its staff members. Three principles undergird the FCPS professional development program:

1. **Professional development is not a one-size-fits-all endeavor.** The program seeks to give a variety of learning opportunities for educators in a variety of venues with an overarching emphasis on good, solid instructional practice.
2. **Examining one's practice (through learning and reflection) should be an on-going annual task—not simply during one's license renewal year.** We must be committed to “walking in our students' shoes” as learners on an annual basis to insure we never forget what it's like to process a new thought, share frustrations and successes with a colleague, collaborate to produce a product, or read a book or article for information and understanding.
3. **Professional development should encourage and facilitate a sustained focus on job-related issues and learning.** Admittedly, some of our professional development opportunities do a better job of this than others. Among the best opportunities will be school-based sessions during contract-time teachers which will focus on student learning: lesson study, sharing lessons, and looking at student work and other data. Second, the division offers series, courses, and reading opportunities that extend for a semester or year. These provide teachers and administrators time to think through and discuss topics that affect their work and student learning. Finally, many of the one-time workshops, if presented and implemented well, will provide a springboard for further study and learning.

### Professional Development Details for 2018-19

The professional development program includes the following features—some of them new:

- **Teachers must complete the equivalent of two days of professional development.**
- January 3<sup>rd</sup> and 4<sup>th</sup>, 2019 will be a combination of teacher work days and division wide or school in-service days
- University courses are available on-site this year, and teachers and administrators are eligible to receive full tuition (paid up-front) if they enroll in these courses. Information about the options will be e-mailed to teachers.
- At teachers' request, we have increased online professional development options.
- Finally, several workshops will be required of some teacher groups as follows:
  - For CTE: active certification in CPR and First Aid
  - For Science 6-12: active certification in Flinn Science Lab Safety
  - For New Special Education Teachers: IEP Writing and Progress Monitoring Training
  - For New Teachers:
    - New Teacher Orientation on August 7, 2018.
    - Complete TSIPS and Digital Life (Internet Safety) in first year
- A catalog of classes will be made available to certified staff through Frontline Professional Growth. Professional development guidelines and requirements, contacts, and forms will be available at the Professional Development website through FCPS1.org.

## QUESTIONS FREQUENTLY ASKED ABOUT PROFESSIONAL DEVELOPMENT

- 1. DOES FCPS PAY TUITION FOR COLLEGE OR UNIVERSITY COURSES?**  
Full tuition will be paid upfront for FCPS-hosted courses. All FCPS hosted courses will be sent out via email as they come available. Tuition reimbursement is available for dual enrollment certifications and for courses approved through a master's program approved prior to March 1, 2010.
- 2. MAY I GET PROFESSIONAL DEVELOPMENT CREDIT FOR A COURSE I TAKE OUTSIDE OF FAUQUIER COUNTY?**  
Yes. Any graduate credit course taken at a university or college can be counted for professional development credit. A three credit college course earns 2.0 FCPS PD credits and 90 hours of recertification. It is your responsibility to send the transcript to show passed completion of the course to the School Board's Professional Development Office.
- 3. IF MY CURRICULUM IS REQUIRED TO COMPLETE A SPECIFIC PROFESSIONAL DEVELOPMENT ACTIVITY WHICH I DO NOT ATTEND, BUT I EARN TWO DAYS OF EQUIVALENCY TIME, WILL MY PAY BE REDUCED?**  
Yes. Required professional development activities may not be omitted regardless of how many days of equivalency time have been earned.
- 4. I AM A MEMBER OF MY SCHOOL'S LEADERSHIP TEAM, ESD TEAM, PBIS LEAD TEAM, AND SCHOOL IMPROVEMENT TEAM. WE OFTEN MEET AFTER SCHOOL. MAY I RECEIVE PROFESSIONAL DEVELOPMENT CREDIT FOR THESE DAYS?**  
Yes, but the credit is limited to a maximum of 1.0 professional development credit per teacher per year. While you may be participating in several committees, your total professional development credit from all of these is limited to 1.0 – which represents half of your contractual obligation. Principals must submit an attendance sheet for these school-based focused meetings.
- 5. I AM PLANNING TO ATTEND A CONFERENCE THAT TAKES PLACE OVER SEVERAL DAYS. WILL I RECEIVE MORE THAN 1.0 FOR ATTENDING THE ENTIRE EVENT?**  
No. Simply stated, county-sponsored activities are valued more highly than out-of-county activities. While we understand teachers may find off-site conferences equally or more valuable, the school division has no oversight control of off-site conference attendance or quality. County-sponsored/on site activities are developed by staff members (both teachers and administrators) for a specific purpose and carry a level of attendance accountability with them. Off-site conferences that occur over 1 – 3 days are assigned 0.5 Professional Development credits. Attendance at a conference of 4 days or more will receive a maximum of 1.0.
- 6. MAY I USE LEAVE DAYS TO REPLACE PROFESSIONAL DEVELOPMENT DAYS?**  
No. The Virginia Department of Education requires professional development of school personnel. Therefore, it is not permissible to substitute general leave for professional development activities.
- 7. MAY I GO TO MORE WORKSHOPS THAN I NEED TO EARN EQUIVALENCY TIME?**  
Yes. Please take advantage of this wonderful opportunity for professional growth. However, you should pre-register for all workshops you plan to attend.
- 8. WHAT HAPPENS IF I REGISTER FOR A WORKSHOP AND I AM UNABLE TO ATTEND? WILL MY PAYCHECK BE DOCKED?**  
No. If illness or some other reason makes it impossible to attend, another activity must be selected. Equivalency time activities may be completed any time during the year. The cut-off date is **April 30**. Please log on to CourseWhere to unregister if you will not be able to attend a scheduled workshop.
- 9. I AM AN INSTRUCTIONAL ASSISTANT. DO I HAVE TO ATTEND PROFESSIONAL DEVELOPMENT WORKSHOPS?**  
No. However, you are welcome and encouraged to attend workshops of interest.
- 10. IS IT POSSIBLE FOR TWO OR MORE PERSONS TO WORK TOGETHER IN AN INDEPENDENT PROFESSIONAL DEVELOPMENT ACTIVITY?**  
Yes. A faculty of a school, a group of grade level or subject area teachers, etc., could plan an independent professional development activity and submit it for approval by completing the "Request to Present Workshop" form. Approval must be given **before** the activity takes place. This form is due at the central office **ten days prior** to the date of the activity.
- 11. I REQUESTED PROFESSIONAL DEVELOPMENT CREDIT FOR A CONFERENCE I PLAN TO ATTEND. DOES THIS MEAN THAT EXPENSES WILL BE PAID?**  
No. Conference expenses **must be approved in advance**. You may receive professional development credit for conferences even if it is not possible to have expenses approved.
- 12. MAY I CREDIT A SPRING GRADUATE COURSE TO THE FOLLOWING YEAR'S PROFESSIONAL DEVELOPMENT REQUIREMENT?**  
No. Classes that end prior to May 31 will be counted towards the current school year. Classes that begin June 1 or beyond will count towards the following year's requirement.

## The Professional Development Program and Calendar for Licensed Personnel

Virginia School Law requires each school division to offer professional development opportunities to its teachers and administrators.<sup>1</sup> Participation in professional development satisfies annual contractual requirements for teachers and administrators. All licensed/certified personnel in Fauquier County are required to complete the equivalent of two contractual days of professional development activities outside contractual time; doing so gives participants the “day off” on November 21, 2018 and April 15, 2019.

Failure to meet this obligation will result in a pay adjustment in the spring.

Participation in the FCPS professional development program also gives teachers and administrators the opportunity to satisfy their state license recertification requirements. Each activity in the on-line professional development catalogue typically awards teachers 2.5 recertification points giving each participant a minimum of 10 recertification points each year toward license renewal. Courses and other specialized activities may offer additional recertification points. For this reason and many others, a large number of FCPS educators complete more than the required professional development activities. Professional development activities offered in Fauquier are in general free of charge to FCPS employees. Tuition or materials/travel fees may apply in limited cases.

The components of the 196-day teaching contract<sup>2</sup> are listed in the following chart.

**Teacher/Counselor/Librarian Contract Calendar 2018-2019**  
**Contracts: 196-Day Contract<sup>3</sup>**

Contract Responsibilities	Dates	# of days
<b>Teaching Days</b>	<b>August 15, 2018 – May 30, 2019</b>	180
<b>August Teacher Work Days (TWD) and In-Service Days (ISD)</b>	Aug. 8, 13, & 14 – all day in rooms and school mtgs. Aug. 9 – in-service/mtgs Aug. 10– in-service/mtgs day and convocation	5
<b>Conference Day</b>	<b>November 5, 2018; 1:30 p.m. – 8:00 p.m.</b>	.75
<b>TWD</b>	<b>November 6, 2018</b> (Teachers have the option of working at home.)	1
<b>District Professional Development Days through “Opt-Out”/Professional Choice Program</b>	<b>November 21, 2018</b> <b>April 15, 2019</b>	2
<b>TWD and ISD</b>	<b>January 2 and 3, 2019</b> (TWD/ ISD/mtgs – school division)	2
<b>Conference Day</b>	<b>March 13, 2019; 1:00 p.m. – 8:00 p.m.</b>	1
<b>TWD</b>	<b>May 31, 2019</b> (Required at Principal’s discretion.)	1
Flexible time for <b>school events or professional activities</b> as determined by principal: training; open house; back-to-school nights; PTO mtgs; additional conferences; programs; meetings; collaboration; teacher work time (see note 3 below)	<b>Times/Dates Principal Chosen</b> (Includes October 8 <sup>th</sup> , 2018 In Service day)	2.25
<b>TOTAL returning teachers</b> <i>(The additional contract day [196<sup>th</sup>] is a Superintendent’s discretionary day should this be needed.)</i>		<b>195</b>
<b>TOTAL new teachers</b>	<b>August 7, 2018**</b> New teachers are required to attend orientation training with the instructional services staff—a full day.	<b>196</b> (new teachers)

\*\*HR Orientation for new teachers will take place on August 6, 2018.

<sup>1</sup> Each local school board shall provide a program of professional development...to assist teachers and principals in acquiring the skills needed to work with gifted students and handicapped students and to increase student achievement...” (22.1-253.13:5F; Virginia School Law).

<sup>2</sup> 11- and 12-month licensed/certificated administrators’ contracts are built upon the teaching contract.

<sup>3</sup> FCPS issues a 196-day professional teaching contract. Because teachers are professional employees exempt from the Federal Labor Standards Act, responsibilities other than those listed above are required of educators and often completed outside contract time because of the nature of professional work: lesson and unit planning; faculty/grade level/ department/team/ vertical school and division meetings and training; committee appointments for the school and divisions; IEP/TAT/RTI meetings; graduation, performances, PTO meetings and other school events; regular parent contact, conferences and calls; grading and assessments; web-page maintenance; development of IEP and individual student plans, etc.