

APPLICATION FOR IN-SERVICE CREDIT
Washoe County School District

This application is to be used for Site-Based Professional Learning Opportunities such as Site-based Teams, Book Studies, and for attendance at Educational Conferences.

Please read the attached guidelines before submitting your application.

Title of Project:

Name of Applicant:

of Participants:

Position:

Work Location:

Work Phone:

Email:

Is Graduate Credit available for this activity?

- Check One:** ☐ Site-based Teams (MTSS, SEL, IAT, Leadership, Community Engagement)
 ☐ Site-based Book Study (see Book Study guidelines attached)
 ☐ Educational Conference (see Conference guidelines attached)

Describe the course in detail:

Describe how the course aligns with the action steps of the district's strategic plan (see page 3 of this document):

Describe how the course directly relates to student achievement:

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Dates (Please list all dates)	Contract Time (Start Time/End Time)	Professional Learning Time (Start Time/End Time)	Meal/Break (Time)	# of Hours (excluding breaks)	Location
Total Instructional Hours			# of Credits Requested: (15 hours = 1 Credit)		

Signature of Applicant

Signature of Principal/Administrator

Date

Professional Growth Systems
In-service Division
425 East 9th Street, Bldg B-105D
Reno, NV 89520
(775) 325-2075

Please email application to jpulleyn@washoeschools.net.



Our pillars, deeply integrated with **safety and connection**, provide a durable frame for what we will do to achieve excellence for all students.

PILLAR A
Consistent
Standards-Aligned
Curriculum & Instruction

PILLAR B
Strong Partnerships
Among Families,
Community & School

PILLAR C
Commitment to
Elevating Educators

PILLAR D
Culture of Excellence
& Accountability

ACTIONS

The steps we will take to reach our excellence targets

We will:

- › Implement an aligned P-3 strategy that provides a strong, developmentally-appropriate core curriculum focused on building literacy and numeracy
- › Build a county-wide network of early learning programs through partnerships with Head Start, community preschools, childcare providers and families
- › Launch Kindergarten Jumpstart district-wide to ensure that all kindergartners begin the school year ready to learn

We will:

- › Develop and/or strengthen Student Advisory Councils at every school
- › Expand access to both extra- and co-curricular clubs and activities matched to the needs and interests of each school's student community
- › Starting in 5th grade, enhance student ownership of their own learning through the creation of Student Success Plans

We will:

- › Increase opportunities for parents/guardians, staff and community members to serve as school-based volunteers working directly with students
- › Expand WCSD's Parent Teacher Home Visit Program to at least half of all district schools
- › Support school teams to integrate annual student climate survey data into School Performance Plans

We will:

- › Guarantee equitable access to high-quality, standards-aligned core instruction for every student
- › Personalize instruction for every student
- › Support teachers to collaborate within grade levels and departments and across the district through Professional Learning Communities

We will:

- › Increase access to advanced coursework, dual-credit and CTE classes
- › Starting in 9th grade, every high school student will update their Student Success Plan to add a Post-Graduation Plan
- › Expand district partnerships with local businesses and community-based organizations to increase internships and out-of-school-time learning opportunities

PILLARS

Pillar A: Consistent standards-aligned curriculum and instruction

Pillar C: Commitment to elevating educators

Pillar B: Strong partnerships among families, community and school

Pillar D: Culture of excellence and accountability

Pillar B: Strong partnerships among families, community and school

Pillar D: Culture of excellence and accountability

Pillar A: Consistent, standards-aligned curriculum and instruction

Pillar C: Commitment to elevating educators

Pillar A: Consistent, standards-aligned curriculum and instruction

Pillar B: Strong partnerships among families, community and school

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THE FOLLOWING GUIDELINES APPLY TO ALL COURSES:

- The course is a minimum of seven-and-a-half (7.5) instructional hours per one-half credit and the dates/times for instruction are clearly indicated.
- The course is scheduled outside the participant's normal contract day. Contract time includes lunch and prep periods, as well as any paid leave time, including personal and sick days.
- The course matches one of the approved categories, is directly related to student achievement, and is beyond the expected duties of an educator.
- If graduate credit, in any form, is available for the course, then in-service credit will not be approved.
- The application is complete and signed by both the applicant and his/her supervising administrator.
- The course is scheduled for completion within 12 calendar months.
- After the course is completed, the instructor will gather all paperwork, complete attendance, close-out the course, and send an email to Dr. Janet Pulleyn at jpulleyn@washoeschools.net so she can process the in-service credit.
- Applications need to be submitted prior to the beginning of the course to allow time for approval.

GUIDELINES FOR BOOK CLUBS:

- The entire certified staff in the school or department is invited to participate.
- A minimum of three (3) participants are in attendance during each book club session.
- The name of the book is included in the application.
- Reading the book and doing "homework" outside of contract time is not counted toward in-service credit; only the time spent together as a group discussing the book is counted toward in-service credit.
- Maximum length of time for book club sessions is 2 hours.
- Minimum length of time for book club sessions is 30 minutes.
- Book club discussion sessions must be held at a district site.

GUIDELINES FOR EDUCATIONAL CONFERENCES:

- Application must be received and approved prior to the conference.
- Attach an official conference schedule.
- Please note that the following activities DO NOT count as qualify time for the conference: Breaks or meals, orientation, registration, or social activities.
- If the conference offers graduate credit, even at an additional cost, in-service credit will not be approved.
- Only qualifying conference time that is scheduled outside of the participant's contract time will be counted, unless a Request for Leave form (without pay) is attached to the application.
- After the conference, submit verification of hours of attendance. Verification includes certificates of completion or similar documentation.

PLEASE NOTE:

- Activities **NOT** approved for in-service credit include: online courses (unless sponsored by or facilitated by WCSD), correspondence courses, independent study courses, courses held outside of the country, or courses that involve travel as part of the activity.
- Upon approval, the applicant will be notified and further instructions will be given.
- In-service credits meet requirements for recertification and salary movement.
- One course per application is allowed. Applicant may not combine hours from different types of activities.

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