

## MEMORANDUM

Date: October 7, 2022

To: Principals, Directors, and Cabinet

From: Maria Esther Lizarraga, Executive Director of Curriculum and Instruction  
Ana Maria Alvarez, Assistant Superintendent of Teaching and Learning

RE: Guiding Principles-Professional Development

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**Purpose:** The Guiding Principles for Professional Development are to increase time teachers/administrators/counselors are on site/district. These guiding principles include: Conferences, trainings, and workshops. All professional development is under the four LCAP Goals:

- Ensure excellence in teaching and learning so each student is prepared to succeed in college and career.
- Create a safe and healthy learning environment for each student by building a culture of equity and a positive climate that promotes excellence throughout the district.
- Foster and honor parent/guardian engagement to support excellence in each student's success.
- Develop coherent and transparent systems for operational excellence to support each student's success.

The Guiding Principles of Professional Development include the Sweetwater Union High School District focus on Literacy, and the SUHSD Essential Elements of First Instruction:

- Teacher Behavior/Beliefs
- Social Emotional Learning/ Classroom Culture
- Student Learner Outcomes
- Engagement through high leverage instructional strategies
- Assessment for Learning
- Teacher Reflection

All sites to follow guidelines when approving PD: **(Only site principals or directors can approve.)**

**Level One Approval: Principals and Directors**

**Level Two Approval: Assistant Superintendent**

- Guiding Principles apply to conference, pull-outs, trainings, or workshops.
- Release time for PD is limited per quarter per staff member.
- A staff member can be out up to six days during the school year.
- Release time for quarter four must be approved by the Assistant Superintendent

## **PULL-OUTS**

**Focus:** Literacy skills and building capacity of these skills through writing instruction in all content areas is the focus. This is achieved by following the Effective First Instruction cycle that leads to student engagement and mastery through the lens of equity and culture.

**Principles:** One pull-out day per content area with an emphasis on core. Site principal will work with their assistant superintendent/chief to determine if a non-core or department can take pullout days. If the site is interested in having pullouts for non-core areas, please submit the request to your assistant superintendent. This request should include the following:

- PLC Group, number of members, and number of substitutes needed
- Dates of pullouts
- Focus and purpose of the pullouts.

Sites should submit pullout days as soon as possible to ensure your site gets desired dates. **No pullouts on Mondays or Fridays.** Submit these dates with the information to your assistant superintendent/chief. Availabilities of dates will be double checked prior to approval. Please ensure that staff- members complete Leave of Absence form and substitutes are requested in a timely manner once it is approved. Sites need to keep track of the days per teacher in order to monitor costs.

Please use this Goggle Form: [Professional Development Event Request](#)

The request will be reviewed for availability of subs for that date and get back to you within 24 hours.

## **DISTRICT PD**

District professional development will be available to all school sites. No training on Mondays and Fridays. Staff members attending district PD, must complete a Leave of Absence form and substitutes should be requested in a timely manner once approved by the principal. On the day of the PD, staff may be asked to return to the school site if a substitute is not assigned and class coverage was not possible.

## **CONFERENCES**

Conferences need to be pre-approved by your principal/director using site or department funds. Attached is a list of approved conferences, trainings, and workshops. State and out of state travel is allowed and must be approved by your assistant superintendent.

\*Events host