

Operational Procedures For Awarding Points

Establishing standards for evidence and documentation for awarding points

Documentation

When a teacher requests approval for points, the council should have evidence that they attended or participated in an activity. It is at the discretion of the local PDC to define adequate documentation.

Documentation may include:

- A written summary of what they did
- A copy of an agenda
- A copy of an unofficial college transcript or grade report

Activities that can be used for professional learning include:

- Observation
- Curriculum planning
- Visiting other schools
- Instructional coaching
- Journaling about teaching practices
- E-Learning
- School committee work
- Study groups
- Book studies

Awarding Points

- **Knowledge Points.** A teacher may earn **one point for each hour of activity** when they are learning something for the first time. Points can be earned at a minimum of .25 for 15 minutes but may not exceed 8 points (hours) for one given day. If the activity spans several days, the limit is 8 points for each day of activity.
- **Application Points.** After a teacher has learned something new from an activity and received knowledge points, they may apply for application points. Application points **may be double** the amount of original knowledge points. However, if the teacher is applying only partial knowledge from the knowledge level only partial points may be doubled. This is at the discretion of the local PDC in consultation with the teacher requesting application points.

Application may be documented by observation of peers and administrators during walkthroughs, teacher journals, lessons plans pre/post data, etc.

Application points cannot be awarded at the same time as the initial knowledge level activity.

- **Impact Points.** Impact points can be **triple** the original knowledge level and application level points that have been documented. Impact points may be documented showing cultural changes in a school system or adoption of new teaching strategies across a building or district that show improved student achievement.
- **College Points.** College credit hours must be recorded as PDC points as follows:

College Hours	PDC Points
0.5	10
1	20
1.5	30
2	40
2.5	50
3	60
4	80

College hours can be documented with official or unofficial transcripts or a grade report from an institution of higher learning.

- **Service to the Profession Points.** These points can be earned from activities that all professionals should participate in.

Service points are calculated the same as knowledge points: each hour of service earns one PDC point with a minimum of .25 for 15 minutes but not exceed 8 for hours in a one day period.

Service points may not be used at the application or impact levels.