

Building Name: ISD HS ELA: WCHS, THS, VHHS, IA Activity Date: 11/6/14

Please provide a brief description of your building activity including your plan for sharing. Participants will gain new knowledge and tools to improve literacy across the curriculum.

Aligned with district and building goals, this PD experience provides training in using close reading strategies to unlock complex text and text-based writing strategies to document and improve learning.

Participants will use new learning and practical tools to improve daily classroom teaching and learning experiences. ELA teachers will share new learning with ELA staff across the district.

ELA administrators will share new learning through literacy across the curriculum initiatives at each high school.

Criteria for High-Quality Professional Development

**Mark all that apply to the activity described above.*

Part I: High-quality professional development:

- actively engages teachers, over time.
- is directly linked to improved student learning so that all children may meet the Show-Me Standards at the proficient level.
- is directly linked to district and building school improvement plans.
- is developed with extensive participation of teachers, parents, principals, and other administrators.
[*Parent participation may be at the CSIP level]
- provides time and other resources for learning, practice, and follow-up.
- is supported by district and building leadership.
- provides teachers with the opportunity to give the district feedback on the effectiveness of participation in this professional development activity.

Part II: Some types of activities that might be considered high-quality professional development if they meet the above requirements are:

- study groups.
- grade-level collaboration and work.
- content-area collaboration and work.
- specialization-area collaboration and work.
- action research and sharing of findings.
- modeling.
- peer coaching.
- vertical teaming.
- other _____

Part III: Topics for high-quality professional development may include:

- content knowledge related to standards and classroom instruction.
- instructional strategies related to content being taught in the classroom.
- improving classroom management skills.
- a combination of content knowledge and content-specific teaching skills.
- the integration of academic and vocational education.
- research-based instructional strategies.
- strategies to assist teachers in providing instruction to children with limited English proficiency to improve their language and academic skills.
- strategies to assist teachers in creating and using classroom assessments.
- instruction in the use of data to inform classroom practice.
- instruction in methods of teaching children with special needs.
- instruction in linking secondary and post-secondary education.
- involving families and other stakeholders in improving the learning of all students.
- strategies for integrating technology into instruction.
- research and strategies for the education and care of preschool children.
- research and strategies for closing achievement gaps between diverse groups of students.
- other Reading complex text and text-based writing across the curriculum.

Please make a copy of this completed form for your records.

(This form may be reproduced for multiple registrants)

How to Register

You may register for any Heinemann Professional Development course by credit card, check, or purchase order.

Online:

heinemann.com/pd (credit card or purchase order)

By Phone:

Call 800.541.2086, ext. 1151, 8:30 am–5:00 pm, EST
(credit card or purchase order)

By Fax:

Send your completed registration form by fax
at 800.354.2004 (credit card or purchase order)

By Mail:

Send your completed registration form to:
(check, credit card, or purchase order)

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For information regarding fees or tuition, schedule,
cancellation policies, registration confirmation, and
locations, please visit heinemann.com/pd.

Form

Workshop/Institute Title _____

Workshop/Institute Date _____ Workshop/Institute Tuition Fee _____

Workshop/Institute Location _____

First Name _____ Last Name _____

Grade/Position _____

Email Address _____

School Name _____

School Mailing Address _____

City _____ State _____ Zip _____

School Phone _____ School Fax _____

Home Mailing Address _____

City _____ State _____ Zip _____

Home Phone _____

Method of Payment

- Check enclosed
(payable to Heinemann Workshops)
- Purchase order attached
- MasterCard
- Visa
- American Express

Account # _____

Expiration date: _____

Print name that appears on credit card

Signature _____

Credit

CEU Credit

Participants of our Workshops and Institutes can earn .5 to 2.1 CEU credits (equivalent to 5–21 class participation hours). Specific clock hour credit information can be found on the individual workshop or institute page on our website, heinemann.com/pd.


State Credit

State credit is available for the following states. Participants from all other states receive the standard CEU credit.

- Illinois (1 CPDU = 1 class participation hour): Provider #102310
- Michigan: Participants will need to fill out an SCECH application at the one-day workshop. For Institutes, please contact Maureen Foster (Maureen.foster@heinemann.com) at least six weeks prior to the institute.
- Texas: Heinemann is an approved Continuing Professional Education (CPE) Provider: #501280.

- Connecticut CEUs
- Washington State Clock Hours
- Pennsylvania Act 48 Credits

Graduate Credit

Graduate credit is available through  Brandman University for most one-day workshops and institutes. Additional fees apply for all graduate credit and a post-course project is required. For specific information on fees and assignments, go to heinemann.com/pd and click on Workshops or Institutes and "Credit Information" on the left-hand navigation bar. As always we strongly encourage you to check with your school district or administration to determine whether the credit options we offer are acceptable toward your graduate programs or recertification.

Substitutions & Cancellations

Substitutions are allowed at any time—just let us know. If you are canceling your registration up to one week prior to the date of the workshop or institute, you are entitled to a full refund. If you cancel within a week, we retain the following cancellation fee and you are refunded the balance:

Cancellation Fees:

For One-Day Workshops = \$10.00

For Multi-Day Institutes = \$50.00

Please note: if you do not cancel and do not attend the workshop there will be no refund given.

Discounts

Many of our workshops and institutes offer group discounts. Please check the individual workshop and institute page on heinemann.com/pd for details.

Please note that to qualify for discounted rates your group must register at the same time.

Guidelines for Requesting Funds from District PDC

Special Projects Check Sheet

Before submitting your Professional Development Activity Request forms, please check for completion of the following items. Please submit this Special Projects Check sheet when requesting Professional Development funds.

- Complete Professional Development Activity Request forms
- Attach authorized leave form(s) if applicable
- Attach explanation or flyer of the conference or workshop explaining the purpose
- Check fund sources from building or department before sending to the District PDC
 - building
 - department

Were you able to attain any funds? Please list the amounts you received.

\$ _____ building

\$ _____ department

- Please send Professional Development Activity Request forms to the Directors of Special Projects, Annette Martin or Emily Heflin at Luff Elementary, prior to the last day of the month.

Have you accessed these special funds before? This school year? Please explain.

- Completed Special Projects Check Sheet

Thank you!