



**W***CASSVILLE***WILDCATS**

**Professional  
Learning  
Guidelines  
2016-2017**

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## Professional Learning Committee

Chairperson(s):	<i>Becky Haynes</i>
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### Representatives

		<u>Term</u>
Primary:	<i>Kari Asbill</i>	<i>15-18</i>
	<i>Savannah Essary</i>	<i>14-17</i>
Intermediate:	<i>Priscilla Craig</i>	<i>14-17</i>
	<i>Jennifer Hanson</i>	<i>15-18</i>
Middle School:	<i>Becky Haynes</i>	<i>16-19</i>
	<i>Rick Lawson</i>	<i>15-18</i>
High School:	<i>Jill Poulson</i>	<i>14-17</i>
	<i>Loura Etter</i>	<i>16-19</i>
Special Services Media/Counselor/Title I:	<i>Julie Dillow</i>	<i>14-17</i>
Administrator:	<i>Jill LeCompte</i>	<i>Appointed yearly</i>



Superintendent	<i>Richard Asbill</i>
Assistant Superintendent	<i>Jill LeCompte</i>
Primary Principal	<i>Catherine Weaver</i>
Intermediate Principal	<i>Eric White</i>
Middle School Principal	<i>Jim Barton</i>
High School Principal	<i>Jeff Swadley</i>
Director of Special Services	<i>Amy Stephenson</i>

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### MISSION

Embrace knowledge, respect tradition, and foster community

### VISION

Graduation for every student...Success for every graduate

### PRIORITY

Our priority is to develop college and career ready students by:

1. Provide a 21<sup>st</sup> century learning environment
2. Focusing on math and literacy for all students grades K-12
3. Strategically respond to address student's individual needs
4. Developing grading practices that reflect student learning

#### 1. 21<sup>st</sup> Century

- 1 to 1
- Technology Specific Learning Opportunities
- Project Based Learning
- K-12 Instructional Technology Standards
- Emphasis on Learning Targets
- Transformational not substitutional
- Technology Instructional Coach
- Production Centers and elearning
- STEM
- Digital Citizenship

#### 2. Math & Literacy

- Assessment: STAR Reading, Math & Early Literacy
- DRA K-5
- Daily Math Curriculum
- Integrate Missouri Literacy Standards into Content Areas
- MRI PK-12
- Reading Recovery
- STEM/PLTW

#### 3. Student Needs

- Positive Behavioral Support (PBS) K-12
- Cooperative Assistance Team (CAT) PK-5
- Response to Intervention (Rtl) PK-12
- Bright Futures
- Improved Tutoring at CHS
- Academic/At-Risk Intervention Program
- Building Level Interventionist

#### 4. Student Learning

- Incorporate Rigor, Relevance, and Relationships into Curriculum
- Standards Based Grading PK-8
- Common Assessments
- Consistent Progress Monitoring K-12
- Grading Based on Missouri Learning Standards
- SLO driven instruction

**Comprehensive School Improvement Plan  
Strategic Planning Document  
2016-2017**

**District Performance Standards**

<b>Academic Achievement</b>	The district administers assessments required by the Missouri Assessment.
<b>Subgroup Achievement</b>	The district demonstrates required improvement in student performance for its subgroups.
<b>College and Career Readiness</b>	The district provides adequate post-secondary preparation for all students.
<b>Attendance Rate</b>	The district ensures all students regularly attend school.
<b>Graduation Rate</b>	The district ensures all students successfully complete high school.

**Building Level Goals**

**Eunice Thomas Elementary**

**Goal 1: 90% of students will be reading at or above grade level as measured by the DRA, STAR, and classroom assessments.**

Through the utilization of a greater variety of leveled text, specific/targeted assessments, diagnostics, increased intervention strategies and personnel we will be affording students more differentiated reading instruction and success.

**Goal 2: Through implementation of Balanced Literacy and the incorporation of Readers' and Writers' Workshop strategies, teacher's instructional practices will change to allow for greater student achievement.**

The teaching process itself will change to allow for greater small group targeted student instruction. Reading collections allow for greater diversification in reading material selection. Teachers will focus on the Missouri Learning Standards through the implementation of the Missouri Reading Initiative (MRI) utilizing leveled readers.

**Intermediate**

**Goal 1: 90% of students will be at or above grade level in grade level math facts as measured by the STAR, and classroom assessments.**

Through the identification and utilization of learning targets, specific and targeted assessments and diagnostics, and increased intervention strategies we will afford students more differentiated math instruction and success.

**Goal 2: By developing a balanced literacy approach, using the MRI (Missouri Reading Initiative) model students will show growth annually through grade level assessments and progress monitoring.**

Using MRI instructional strategies, students will be successful through small group, targeted instruction. Teachers will use multiple resources to focus on Missouri Learning Standards for reading and writing.

**Middle School**

**Goal 1: By year's end, 80% of students will be reading at or above grade level as measured by the STAR and scoring proficient or advanced in ELA reading learning targets.**

CA data team will meet regularly to evaluate STAR and in-class assessments of essential learning standards to plan and implement interventions based on student needs.

**Goal 2: By mid-year, grades 6-8 will incorporate, follow, and adhere to our K-12 writing plan (TAGS).**

All teachers in our building will reinforce the same vocabulary and have the same expectations of students regarding their writing activities assigned in class. Writing quality will improve with adherence to a common set of expectations.

**Goal 3: By years end, 80% of students will be at proficient and advanced on districts new math curriculum grade level standards.**

Math data team will meet regularly to evaluate in class assessments of essential learning standards to plan and implement interventions based on student needs. All departments will incorporate STEM based activities.

**High School**

**Goal 1: Each teacher will have 80% of students show mastery on each learning target for each course.**

We will progress monitor every student on each learning target to be able to work on interventions for students not being successful. Teachers will use our ACES tutoring time as well as an intervention specialist to help students achieve mastery.

**Goal 2: Incorporate differentiated instruction in the classroom.**

We will focus on differentiating instruction using SLO data and progress monitoring to drive instruction.

**Goal 3: Continue to implement technology into instruction for students grades 9-12.**

We will use a technology coach and student-led professional development to educate our staff on different methods that are available and what they can use to help our students become better equipped to enter into a 21<sup>st</sup> century environment.

## **Professional Learning Opportunities**

The Professional Learning Committee (PLC) provides monthly professional learning opportunities the first Wednesday of each month. Information will be posted in school offices and teacher workrooms. In addition, mini workshops will be presented at each building. Other opportunities may be used as long as they meet all criteria and have a goal in mind that has been approved by building principal and the building Professional Learning Representative.

The district is a member of the Southwest Center for Educational Excellence (SCEE) located in Webb City. Membership in SCEE entitles staff members to attend in-services and training sessions for nominal fees. The PLC encourages staff members to take advantage of the high quality professional learning opportunities provided by the center. Many offerings are in series format to ensure sustained effectiveness. Workshops are also listed on the website at: [www.southwestcenter.org](http://www.southwestcenter.org)



# CASSVILLE R-IV SCHOOL DISTRICT 2016-2017 SCHOOL CALENDAR

JULY—							AUGUST—11							SEPTEMBER—20							OCTOBER—19							NOVEMBER—18							DECEMBER—15						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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31																					30	31																			

JANUARY—21							FEBRUARY—19							MARCH—20							APRIL—18							MAY—11							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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29	30	31					26	27	28					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30					

### SCHEDULE OF EVENTS

<p><b>AUGUST—11 DAYS</b>          New Teacher Orientation—August 9 &amp; 10          Back-to-School Workshops—August 12, 15, &amp; 16          First Day of School—August 17</p> <p><b>SEPTEMBER—20 DAYS</b>          Labor Day Break—September 5          Professional Learning—September 26 (No Students)</p> <p><b>OCTOBER—19 DAYS</b>          End of 1<sup>st</sup> Quarter—October 21          Parent/Teacher Conferences—October 25 &amp; 27          Fall Break—October 28          Professional Learning—October 31 (No Students)</p> <p><b>NOVEMBER—18 DAYS</b>          Thanksgiving Break—November 23, 24, 25, and 28          Professional Learning—November 28</p> <p><b>DECEMBER—15 DAYS</b>          End of Semester—December 21 (1.00 Dismissal)          Christmas Break—December 22, 23, 26, 27, 28, 29, and 30</p>	<p><b>JANUARY—21 DAYS</b>          New Year's Break—January 2          School Resumes—January 3</p> <p><b>FEBRUARY—19 DAYS</b>          Professional Learning—February 10 (No Students)</p> <p><b>MARCH—20 DAYS</b>          End of 3<sup>rd</sup> Quarter—March 17          Trout Break—March 1, 2, &amp; 3          Parent/Teacher Conferences—March 21 &amp; 23</p> <p><b>APRIL—18 DAYS</b>          Easter Break—April 14 &amp; 17 (April 17 Make-up Day 10)</p> <p><b>MAY—11 DAYS</b>          End of School—May 15 (1.00 Dismissal)(Based on Snow Days)          Graduation—May 21          Professional Learning Day—1<sup>st</sup> Day after Last School Day (TBD)</p>	<p><b>Make-Up Day Schedule</b>          Day 1—May 16          Day 2—May 17          Day 3—May 18          Day 4—May 19          Day 5—May 22</p> <p>Day 6—May 23          Day 7—May 24          Day 8—May 25          Day 9—May 26          Day 10—April 17</p> <p>○ PROFESSIONAL LEARNING—NO STUDENTS          ⊗ SCHEDULED BREAK—NO SCHOOL          □ MAKE-UP DAY—NOTE SCHEDULE ABOVE          ☆ START AND END OF SEMESTER</p> <p>Cassville R-IV Board of Education may amend the calendar as the need arises.</p>
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# Professional Learning Goals

District data, the Comprehensive School Improvement Plan, Title Plans, staff evaluations, and the 2013 MSIP evaluation were analyzed and reviewed before developing the Professional Learning Goals. To increase the academic performance of students, staff members will receive training in instructional strategies to improve student literacy.

## **Priorities:**

### Literacy & Math

Establishing effective programs that will provide on-going training and instruction in Literacy and improvement of student Literacy through the following:

- DIBELS Assessment
- Reading Labs
- Instructional technology
- TAGS
- DRA II
- WIN
- STAR
- Reader/Writer Workshops
- Comprehensive Literacy
- Leveled Literacy Intervention
- MRI

### Technology

Establishing effective programs that will provide on-going training and instruction in Technology and improvement of teacher and student Technology usage through the following:

- Training in technology based instructional strategies
- Electronic reading programs
- On-Line instructional tools
- Multimedia instructional tools
- Training in technology hardware and equipment
- Incorporating technology within the classroom
- Utilizing assessment software and software applications
- Establishing technology work—groups
- Developing reporting and data analysis evaluation processes
- Developing school-home communication options
- Providing technology instructional options

### Response to Student Needs

Establishing effective programs that will provide on-going training and implementation meeting the academic, physical, social and emotional need of all students through the following:

- Response to Intervention (RtI)
- ACES
- Bright Futures
- 1 to 1 initiative
- TEAMS
- Intervention Specialists
- Electronic Reader
- PBS K-12

### Grading Practices

Establishing effective programs that will provide on-going training and instruction in effective standards based grading practices through the following:

- Standards Based Grading
- A+ Competencies
- Vertical Learning
- Cross Curricular
- Common Assessments Programs K-12
- Based on SLO



## **Professional Learning Guidelines 2016-2017**

### **Professional Learning Mission Statement**

The mission of Cassville R-IV School District's professional learning program is to support teachers with ongoing, focused professional learning in an effort to improve instruction so that each student will achieve at a higher level of performance.

### **Statement of Purpose:**

The purpose of the professional learning program is to encourage and support new and experienced teachers in a continuous effort to improve instruction so that all students may achieve to their potential. For individual teachers, professional growth should be viewed as a continuous process. As professional educators reflect on practices, they should develop and articulate their beliefs about teaching and learning while applying them to their classrooms.

The professional learning program recognizes the need for commitment from teachers, administrators, school board members, institutions of higher learning and community members. All must collaborate as a team with the common goal of improving instruction for enhanced and sustained learning. Results-driven, high quality professional learning activities, professional materials, ongoing in-service workshops and classes, professional collaboration, and appropriate follow-up activities are needed to support Cassville's Comprehensive School Improvement Plan (CSIP).

### **Board of Education's Commitment to Professional Learning**

The Board of Education encourages professional learning for its faculty and is committed to providing systematic professional learning for beginning and practicing teachers. The Board will support the professional learning committee, will approve a professional learning plan for beginning teachers, and will provide in-service opportunities for all practicing teachers. Adequate time and funds will be included in the district's yearly calendar and budget to support the programs. Final decision to budget funds and committee recommendations shall be made by the Cassville R-IV Board of Education.

### **District Professional Learning Program**

The district professional learning program:

- Provides intensive, ongoing professional learning activities that address curriculum and the instructional practices related to student achievement issues identified in the CSIP
- Is an integral part of the educational program and all school improvement initiatives
- Focuses on and supports the district's curriculum and instructional practices
- Provides training on curriculum review and revision processes, curriculum alignment, and classroom assessment strategies

## Professional Learning Committee Responsibilities

The responsibilities of the PLC shall be to work with beginning and experienced teachers in the following areas:

1. Support the school philosophy and work to achieve the District Improvement Goals.
2. Identify instructional concerns and remedies, assess student and faculty needs, and develop in-service opportunities for school staff
3. Present faculty suggestions, ideas, and recommendations pertaining to classroom instruction to the designated authority
4. Assist beginning teachers with implementation of their professional learning plan
5. Advise new teachers to the district
6. Arrange training programs for mentors
7. Serve as a confidential consultant upon a teacher's request\*

\* *NOTE: Matters discussed by a teacher and the professional learning committee will be held in confidence, but would not be considered "privileged information", if someone is called upon to testify in court. Only doctors, lawyers, and clergy have a legal right to privileged information.*

## Structure

The professional learning committee shall have nine voting members with membership on the committee spread across disciplines and attendance centers. Members shall be elected from the following areas:

- A. Primary: 2 members
- B. Intermediate: 2 members
- C. Middle School: 2 members
- D. High School: 2 members
- E. Special Education or Title I: 1 member
- F. Administration: 1 non-voting member appointed

Committee members shall be certified staff members with at **least five years of teaching experience and/or at least one year in the Cassville R-IV School District**. Members will be selected for three-year terms. Terms will be staggered so that one-third of the committee will be new each year. No two representatives from the same area shall go off the committee in the same year.

Committee members shall be selected by district teachers. Administrators may be selected to serve on the committee but may not participate in the selection process. In order to insure a fair election, a ballot with candidate(s) name(s) will be used. The building principals shall be responsible for conducting staff meetings to elect candidates from each area who are eligible and willing to serve. New members shall be selected no later than **January 31**, annually. PLC chairpersons will meet with newly elected members between January 31 and March 31 for training purposes. Service will begin on April 1. At the first meeting of each newly organized professional development committee, the committee shall select a chairperson, co-chair, treasurer, and secretary from the committee membership.

## **Budget**

Cassville R-IV School District budgets annually Professional Learning funds in accordance with the Department of Elementary and Secondary Education or legal requirements. The professional development committee in cooperation with the district administration will assess the use of funds based on professional development, district and building goals. The professional development committee shall be responsible for providing on-campus in-service opportunities. Building principals shall be responsible for approving out-of-district workshops. Funding will be approved by the PDC.

## **Professional Learning Plan for Teachers and Specialists**

All teachers and specialists will be required to complete an individual Professional Learning Plan, (refer to PBTE and Mentor Handbook). This process is designed to promote professional learning in an effort to improve student performance and should relate to personal needs. This is a collaborative effort and the plan is to be reviewed with the supervisor.

## **Professional Learning Plan for New Teachers**

In order to help beginning teachers improve skills, insure chances for success, and improve student performance, they will be required to complete a First Year Teacher's Professional Learning Plan Checklist and a Professional Learning Plan, (refer to PBTE). Using the Missouri Teaching Standards, first-year teachers will write a total of four goals using criteria from Standards I, II, IV and VI.

Beginning teachers will be assigned a mentor who will assist them throughout their first and second years. The district will provide adequate release time for the beginning teacher and his/her mentor for ongoing professional learning opportunities. PLC recommendations for release time would include, but not be limited to, the following time schedule and activities:

- Each mentor will observe his/her assigned beginning teacher one day per quarter.
- Beginning teachers will observe master teachers one day per quarter.

The superintendent and his/her designee will notify the appropriate colleges or universities when graduates of their institutions are hired. A coordinated plan for seminars and visitations for the first and second year teachers will be developed by the district and the higher education representatives. All paperwork will be signed by the principal and returned to the teacher for the purpose of maintaining records.

## **On-line Professional Learning**

Building administrators will determine acceptance of on line professional learning. Staff members must complete the same process when requesting workshop as outlined in this handbook. The following sites have been approved for on-line learning:

<http://edweb.net>

<http://www.ascd.org/professional-development/webinars.aspx>

<http://www.neacademy.org>

<http://edtechteacher.org/webinars/>

## **National Convention Attendance**

Building Principals and the Professional Learning Committee will determine approval for national convention attendance based on CSIP goals and available funding. Staff members must complete the same process when requesting national convention attendance as outlined in this handbook.

## **Advisor Program**

An advisor will be provided to assist experienced teachers who are new to the district. An advisor must have two or more years of teaching experience in Cassville R-IV schools. The building principal will be responsible for the selection and placement of advisors. The advisor will address the building level checklist, (pgs. 18-20).

## **Presenter Opportunities**

Staff members involved in presenting opportunities outside the Cassville R-IV School District must have prior approval from building principal and Professional Learning Committee. This approval will be based on CSIP goals. Sub funding is available for 2 days per semester.

Staff members involved in presenting opportunities within the Cassville R-IV School District during contracted time will receive double board credit hours for **preparation time**. Actual time of workshop does not count for board credit. (For example: 1 hour workshop= 2 board credit hours for presenter).

## **Requirement for Professional Advancement Board Policy GCBA-R**

All teachers are to attain six (6) additional graduate hours. For teachers who have achieved a Master's degree and 15 years experience, the requirement shall be reduced to three (3) graduate hours. The requirement of additional hours of credit will become optional for any teacher who reaches 30 years experience.

Salary advancement shall be made for each approved eight graduate hours earned by teachers between the Master's and including the Specialist's Degree.

Teachers will be allowed to obtain and second Master's Degree and be placed on the Specialist's column of the salary schedule.

The professional advancement requirements may be met in one of the following:

- A. College Credit
  1. Graduate credit from an accredited institution of higher learning.
  2. Undergraduate credit as defined above.
- B. Workshops
  1. Sponsored by the Cassville R-IV School District for Board approved credit.
  2. Professional organization workshops which contribute to specialization in the teaching assignment.
- C. Webinars
  1. Must be approved by building administrator
  2. No more than 1/3 of total hours needed may be accrued using webinars within a 5 year period.

- D. Presenting Opportunities  
1. Must be approved by building administrator

One (1) semester hour will be given for each 16 clock hours of out of contract workshop time.

A request for approval of workshop credit should be filed in writing by the teacher with the building principal prior to taking the workshop. A statement of approval or lack thereof will be sent to the teacher by the principal.

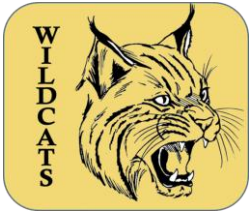
- E. Mentor/Advisor  
1. Must be approved by building administrator

Mentor's will receive 52 credit hours for two year commitment.  
Advisor's will receive 26 credit hours for one year commitment.

**Workshop attendance will be certified by workshop presenter and certification filed by the teacher with the building principal by June 1<sup>st</sup> of the school year in which the hours were accumulated.**

## **APPENDIX A**

- **District Priority, Standards and Building Goals**
  - **Opportunity Checklist**
  - **Opportunity Request Form**
  - **Opportunity Evaluation Form**
  - **Board Credit Request Form**



## Cassville R-IV School District Professional Learning Opportunity Checklist

**Forms must be completed and turned in at least two weeks prior to workshop for approval.**

Please complete the following in order to request Professional Learning money for conferences and workshops. (Staff members using Professional Learning funds may be requested to present an in-district mini-workshop. If 3 or more workshops are attended staff members will be required to present on at least one topic.)

<input type="checkbox"/> Step 1.	COMPLETE the Professional Learning Opportunity form ( <i>pg. 16</i> )
<input type="checkbox"/> Step 2.	COMPLETE the Registration form for the workshop or conference
<input type="checkbox"/> Step 3.	COMPLETE a Requisition Form for the workshop/conference registration fee(s) <i>If there is more than one staff member from the building attending the same conference, please use one purchase order. <b>PLC funds do not pay for food, lodging, or mileage unless approved by the building principal.</b></i>
<input type="checkbox"/> Step 4.	SUBMIT the above three forms to your building Principal and PLC representative.  Approval or denial will be determined by the representative and principal; signatures will be obtained at this time. If approved, your requisition will be sent to the central office and paperwork will be mailed.  <i>*Remember, the teacher is responsible for registering and/or confirming workshop registrations. In addition, you may want to retain a copy of your request before you submit the information.</i>

**If requesting Board Credit:**

<input type="checkbox"/> Step 5.	REQUEST and SUBMIT for approval the form for Board Credit to your principal (example pg 16)
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**After you have attended:**

<input type="checkbox"/> Step 6.	You must complete the Professional Development Opportunity Evaluation Survey on-line. In order to attend additional PLC workshops you must have completed all previous workshop evaluations.
<input type="checkbox"/> Step 7.	Central office will request confirmation of attendance, respond in writing. (ex. "I have attended - O.K. for payment" or "Cancel - I did not attend". Turn in original to the central office.

**Note: If unable to attend the scheduled workshop the teacher is responsible for finding alternate person to attend the workshop or canceling the registration and notifying the central office. If the district is charged and the meeting was not attended, staff member will be responsible for all charges.**

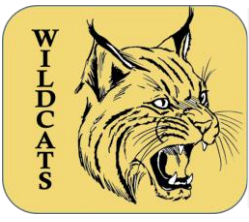


## Cassville R-IV School District Professional Learning Opportunity Form

**Complete this form minimum of two weeks prior to the registration deadline.**

Name	
Building Employed	<input type="checkbox"/> ETE <input type="checkbox"/> IN <input type="checkbox"/> MS <input type="checkbox"/> HS
Date of Learning Opportunity	/   /
Opportunity Title	
Opportunity Description	
Expenses	Activity Cost: Substitute Pay: (\$90/day sub   \$100/day retired Cassville R-IV teacher)
Mark One: <input type="checkbox"/> In-service <input type="checkbox"/> Workshop <input type="checkbox"/> Class <input type="checkbox"/> Conference <input type="checkbox"/> Seminar <input type="checkbox"/> Webinar	
Comprehensive School Improvement Plan (CSIP):	
District Priority	
District Performance Standard	
Building Level Goal(s)	
How will this activity be implemented into your classroom instruction?	
How do you plan to share this information with other staff members?	<input type="checkbox"/> District Mini-workshop <input type="checkbox"/> Faculty Meeting <input type="checkbox"/> Department/Grade level meeting
Teacher's Signature	
Date:   /   /	
Building PLC Member Signature	
Date:   /   /	
Principal's Signature	
Date:   /   /	
Budget Number	





## Cassville R-IV School District Board Credit Form

**A request for approval of workshop credit should be filed in writing by the teacher with the building principal prior to taking the workshop.**

**To be completed prior to workshop.**

Name	
Building Employed	<input type="checkbox"/> ETE <input type="checkbox"/> IN <input type="checkbox"/> MS <input type="checkbox"/> HS
Date of Learning Opportunity	/   /
Time/Hours in Session	
Opportunity Title	
Opportunity Description	
Mark One:	<input type="checkbox"/> In-service <input type="checkbox"/> Workshop <input type="checkbox"/> Class <input type="checkbox"/> Conference <input type="checkbox"/> Seminar <input type="checkbox"/> Webinar
Date of Principal Approval	/   /

**To be completed at the conclusion of the learning opportunity.**

Attendance will be certified by presenter and certification filed by the teacher with the building principal by June 1<sup>st</sup> of the school year in which the hours were accumulated.

Teacher must have instructor signature or attach a copy of Certificate of Completion.

Instructor Signature	Date:   /   /
Certificate Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Teacher Signature	Date:   /   /
Principal Signature	Date:   /   /

**\*Once complete please make a copy for your records and turn into your building principal.**

**Central Office Use Only**

Superintendent's Signature	Date:   /   /
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One (1) semester hour will be given for each 16 clock hours for out of contract workshop time. Credit will be calculated by Central Office Staff.

Credit Hours Received	
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## **APPENDIX B**

- **Advisor Checklist Elementary (Primary/Intermediate)**
  - **Advisor Checklist Middle School**
  - **Advisor Checklist High School**

*Mentor Checklist – Elementary (Primary/Intermediate)*

After School Care Program (YMCA)		Grades (Cont'd)	
Attendance and Tardy Policy		Progress Reports	
Book Orders and Book Fair		Report Cards (SBG)	
Class Parties		Group Conferences	
Classroom Management Plan		Title I Nights	
Copy Machine Procedures		Field Trips	
Cumulative File Maintenance		Inventory	
Learning Targets		Lesson Plans	
Discipline Policies		Library	
Duties		Lending	
Lunch		A/V Resources	
(+ / -) Carry-overs		Technology Program	
Charging		Map of Building	
Extra Milk		Standardized Achievement Test	
		School Board Policies	
Teacher Web Page		Personnel Policies	
Cell Phone Policy		Contracts	
Computer Usage Policy		Pay Day	
Recess		Educator Evaluation	
Playground Rules		Sick Leave	
Emergency Procedures		Personal	
Accidents		Bereavement	
Classroom		Extended	
Playground		Dewsley	
Emergency Code		Professional Development Forms	
Earthquake		Requisitions	
Fire		Schedules	
Tornado		School Pictures	
		School Visitors	
Environmental Responsibilities		Lumen	
Heat		Student Programs	
Light		At-Risk	
Desk Maintenance, etc.		TEAMS	
		DARE	
		PBS	
		WIN	
FTA Teachers		Extra Curricular	
Grades Lumen		Special Committees	
Gradebook (SBG)		Special Services Program	
Grading Scale		CAT TEAM	
Parent Conferences		Title I Services	
Proficiency Scales		Volunteer Program	
		Talent Ed	
		Stop, Drop and Go	
		In2vate trainings	

*Mentor Checklist – Middle School*

Attendance and Tardy Policy		Grades (Cont'd)	
Book Orders and Book Fair		Report Cards (SBG)	
Class Parties		Group Conferences	
Classroom Management Plan		Field Trips	
Copy Machine Procedures		Inventory	
Cumulative File Maintenance		Lesson Plans	
SBG Learning standards		Library	
		Lending	
Duties		A/V Resources	
Lunch		Technology Program	
Cafeteria Count		Map of Building	
(+ / -) Carry-overs		Standardized Achievement Test	
Charging		School Board Policies	
		Personnel Policies	
Envelopes		Contracts	
Money		Pay Day	
Assembly Responsibilities		Educator Evaluation Plan	
Recess		Sick Leave	
Playground Rules		Personal	
Emergency Procedures		Bereavement	
Accidents		Extended	
Classroom		Communications	
Playground		Professional Development Forms	
Emergency Code		Requisitions	
Earthquake		Schedules	
Fire		School Pictures	
Tornado		School Visitors	
Environmental Responsibilities		Lumen	
Heat		Student Programs	
Light		At-Risk	
Desk Maintenance, etc.		TEAMS	
FTA Teachers		DARE	
PBIs		PBS	
Grades Lumen		Special Committees	
Gradebook		Special Services Program	
Grading Scale		Advisory Hour	
Parent Conferences			
Progress Reports		Volunteer Program	
Discipline Write-ups		Computer/Internet Policy	
		Cell Phone Usage Policy	
		Talent Ed	
		SafeSchools Trainings	

*Mentor Checklist – High School*

A+ School Program		Library/Media Center	
Assembly Responsibilities		Lending	
Attendance and Tardy Policy		A/V Resources	
Classroom Management Plan		Map of Building	
Class Sponsorship		EOC & ACT	
Committees		Parent/Teacher Conferences	
Climate		Personnel Policies	
Incentives		Contracts/Extended	
Principal's Advisory		Notification of office of absence	
Student Progress		Pay Day	
Computer/Internet Policies		Educator Evaluation Plan	
Copy Machine Procedures		Professional Dress and Conduct	
Cumulative File Maintenance		Sick Leave	
Discipline Policies		Personal	
Faculty Handbook		Bereavement	
Student Agenda Book		Extended	
Student Handbook		Communications	
Duties		Professional Development Committee	
Hall		Professional Development Forms	
Lunch		Requisitions	
Emergency Procedures		Schedules	
Accidents		School Board Policies	
		School Pictures	
Earthquake		School Visitors	
Fire		Lumen	
Tornado		Student Organizations	
Environmental Responsibilities		Special Events	
Heat		Veteran's Day Assembly	
Light		NHS Inductions	
Desk Maintenance, etc.		Graduation	
Fund Raisers		Special Services Program	
Grades Lumen		Student Referrals	
Gradebook		At-Risk Program	
Grading Scale		ACES	
Progress Reports		TEAMS	
Recording Grades		Substitute File in Office	
Report Cards		Teacher Meetings and Make-Up Meetings	
Guidelines for Extra-Curricular Activities		A+ Lab	
Lesson Plans		Cell Phone Usage Policy	
		Talent Ed	
		SafeSchoolsTrainings	

## **APPENDIX C**

- Primary Professional Development Resources
- Middle School Professional Development Resources
- High School Professional Development Resources

\*All materials located at any media center may be shared throughout the district. Many of the videotapes housed at the middle school library are appropriate for the high school level.

## Primary & Intermediate Media Centers:

### Videos

*Eliminator Kit*  
*Avoiding Burnout*  
*Collaborative Teaching – Create a “Learning Community” in Your School*  
*Conducting the Successful Discipline Conference*  
*Constructive Parent Conferences*  
*Cooperative Learning*  
*Creating a Top-Notch Teaching and Learning Environment*  
*Creative Teaching Methods*  
*Developing Your Teaching Philosophy and Relating it to Students*  
*Ellison Workshop 1: Assigning Effective Homework*  
*Essential Classroom Management Techniques*  
*File Management*  
*Information Literacy Standards for Student Learning*  
*Integrating Computers in the Curriculum*  
*Intermediate Learners – Watch the Learning Process Unfold Step by Step*  
*Internet Search*  
*Keeping Control of the Class*  
*Lee Canter: Developing Lifelong Learners – Preview*  
*Lee Canter: Scared or Prepared – Preview*  
*Lee Canter: Succeeding With Difficult Students-Preview*  
*Lee Canter: Teaching Students to Get Along – Preview*  
*Lesson Planning*  
*Livin’ on the NET, Vol. 1*  
*Livin’ on the NET, Vol. 2*  
*Managing Student Conflict*  
*Pearson’s Draw Power: Active Tools for Teachers and Parents*  
*Primary Learners-Introduce Learning Skills in the Early Grades*  
*Super Searching the Web*  
*Taking Control of the School Day*  
*Teaching Strategies Library: Family Adventure in Learning*  
*The Beauty of Teaching*  
*Using Microsoft Excel*  
*Using Microsoft PowerPoint*  
*Using Microsoft Word*  
*Creating Sound Classroom Assessment*  
*Making Informed Decisions About Retention*  
*Conferring with Boys*  
*Children and Trauma*  
*Assigning Effective Homework*  
*The Shurley Method: English Made Easy*

### Professional Periodicals

*Connected Newsletter*  
*Gifted Child today*  
*Library Media Connection*  
*Mailbox Bookbag*  
*Mailbox: Preschool*  
*Mailbox: Kindergarten – Grade 1*  
*Mailbox: Grade 2 – 3*  
*Mailbox: Intermediate*  
*Missouri Life*  
*Pack O’Fun*  
*School Library Media Activities*  
*Teacher’s Helper: Kindergarten*  
*Teacher’s Helper: Grade 1*  
*Teacher’s Helper: Grades 2 & 3*  
*Teacher’s Helper: Intermediate*  
*Teaching Children Mathematics*  
*Technology and Learning*

## **Books**

- 101 Ways to Make Your Classroom Special*  
*32 Third Graders and One Class Bunny*  
*50 Simple Ways to Make Teaching More Fun*  
*A Classroom Teacher's Guide to Struggling Readers*  
*Act it Out with Reader's Theater: Grades 2-3*  
*Act it Out with Reader's Theater: Grades 4-5*  
*BEST Practices: Behavioral and Educational Strategies for Teachers*  
*Building Reading Comprehension Habits*  
*Bullying at School: What We Know and What We Can Do?*  
*Bullyproof: A Teacher's Guide on Teasing and Bullying for Use with Grades Fourth and Fifth Grade Students*  
*Cartwheels on the Keyboard: Computer Based Literacy Instruction in the Elementary Classroom*  
*Copyright for Schools: A Practical Guide*  
*Differentiating Instruction in the Regular Classroom*  
*Digital Cameras in the Classroom*  
*Fluency in Focus: Comprehension Strategies for All Young Readers*  
*Help for the Struggling Student: Ready to Use Strategies and Lessons to Build Attention, Memory & Organizational Skills*  
*How to Reach and Teach Children with ADD/ADHD*  
*I've DIBEL'd, Now What?*  
*K-12 Web Pages: Planning and Publishing Excellent School Websites*  
*Laughing Lessons: 149<sup>2/3</sup> Ways to Make Teaching and Learning Fun*  
*Listen Hear! : 25 Effective Listening Comprehension Strategies*  
*Literacy Work Stations: Making Centers Work*  
*Practice With Purpose: Literacy Workstations for Grades 3-6*  
*Quick and Easy Ways to Connect with Students With Students and Their Parents*  
*Quit It! : A Teacher's Guide on Teasing and Bullying for Use with Students in Grades K-3*  
*Special Kids Problem Solver*  
*Teacher Man: A Memoir*  
*Teaching Gifted Kids in the Regular Classroom*  
*Teaching Kids with Learning Difficulties in the Regular Classroom*  
*The Bully-free Classroom*  
*The Laughing Classroom: Everyone's Guide to Teaching with Humor and Play*  
*The Science of Spelling: the Explicit Specifics that Make Great Readers and Writers (and Spellers!)*  
*The Tough Kid Book*  
*The Tough Kid Toolbox*  
*What Are the Other Kids Doing? – While You Teach Small Groups Why Can't You Behave?*  
*Teaching the New Basic Skills*  
*Promoting Social and Emotional Learning*  
*Understanding Research Methods*  
*1001 Best Websites for Educators*  
*Wading Through the Web*  
*Microsoft Office Frontpage 2003*  
*Frontpage 2003*  
*Books Kids Will Sit Still For*  
*Kids Pick the Best Videos for Kids*  
*American Library Association Best of the Best*  
*Books that Heal: A Whole Language Approach*  
*Internet for Schools*  
*A Staff Development Guide to Workshop*  
*Technology connections for Grades 3-5*  
*1001 Best Websites for Kids*  
*Storytelling With the Flannel Board*  
*Fold and cut Stories*  
*Stories to Draw*  
*An Author a Month (for Dimes)*  
*An Author a Month (for Nickels)*  
*An Author a Month (for pennies)*  
*More Than a Story Hour*  
*Cut & Tell*  
*Book people*  
*Still Talking That Book*  
*How to Get Your Child to Love Reading*  
*The Caldecott Award*  
*Keep Talking That Book*  
*When People Die*  
*Helping Children Understand Their Feelings*  
*How it Feels When a Parent Dies*  
*Helping Children Cope with Death*  
*A 3<sup>rd</sup> Serving of Chicken Soup for the Soul*  
*Why Normal Isn't Healthy*  
*Procrastination*  
*See You at the Top*  
*I can, You Can Too*  
*The Parent's Guide to Attention Deficit Kids & Gangs*  
*Kids & Media Influence*  
*Hands Around the World: 365 Ways to Build Culture Awareness*  
*Amazon Basin*  
*How it Feels When Parents Divorce*  
*Do You Know What Day Tomorrow Is?*  
*Exploring Energy*  
*Copyright for Schools*  
*First Aid for Children Fast*  
*A Time to Listen: Preventing Youth Suicide*  
*Drugs, Kids and Schools*  
*Kids and Drugs*  
*My Body is Private*  
*How it Feels to be Adopted*  
*Sometimes It's OK to Tell Secrets*  
*A Parent & Teachers Handbook on Identifying and Preventing Child Abuse*  
*Kids & Guns*  
*Character Builders*  
*The Character Education Kit*



## Books (continued)

- Flirting or Hurting*  
*A Guide to Integrating Technology Stand*  
*Teacher Man*  
*50 Simple Ways to Make Teaching More*  
*Putting Research to Work in Your School*  
*BEST Practices: Behavioral and Educational Strategies for teachers*  
*32 Third Grades and One Class Bunny*  
*Training the Teacher as a Champion*  
*The Tough Kid Tool Box*  
*The Laughing Classroom*  
*Teacher's Time Management Survival Kit*  
*Managing the Interactive Classroom*  
*Mentors, Masters, and Mrs. MacGregor*  
*The Pocket Mentor*  
*Teachers and Parents*  
*Study Guide for the ParaPro Assessment*  
*Working With Parents*  
*The Bully Free Classroom*  
*Laughing Lessons*  
*The Essential 55*  
*Differentiating Instruction in the Regular*  
*Learning Together and Alone*  
*The Laughing Classroom*  
*What do I do About the Kid Who--?*  
*101 Ways to Make your Classroom Special*  
*Positive Teacher Talk for Better Classroom*  
*The Tough Kid Book*  
*The Example School Portfolio*  
*Data Analysis for Comprehensive Schools*  
*The School Portfolio*  
*Chicken Soup for the Teacher's Soul*  
*Getting Started*  
*5-minute Daily Practice—test Taking*  
*Classroom Assessment*  
*Making Standards Work*  
*The Retention/Promotion checklist*  
*Being a successful teacher*  
*Homework without tears*  
*Homework without tears for teachers*  
*Lee Canter's homework without tears*  
*Great teacher in the one computer classroom*  
*Differentiated instruction*  
*A handbook for classroom instruction that works*  
*How to study and take tests*  
*The internet resource directory for K-12*  
*Increasing student learning through multimedia projects*  
*National educational technology standards*  
*K-12 web pages*  
*Clip and copy art*  
*Integrating educational technology in to teaching*  
*Ten first steps on the internet*  
*Digital cameras in the classroom*  
*Lee Canter's Parent conference book*  
*Help for the struggling student*  
*The teacher's toolbox for differentiating*  
*Comprehensive classroom management*  
*Lesson Plans for Character Education*  
*Practical Action Research for Change*  
*Bullyproof*  
*Teaching students in inclusive settings*  
*The survival guide for kids with LD*  
*Special kids problem solver*  
*Teaching kids with learning difficulties*  
*How to reach and teach children*  
*Teaching gifted kids in the regular class*  
*Tricks of the trade*  
*Big book of fun*  
*From hand to head—preschool program*  
*Why can't you behave*  
*Quit it*  
*Creative games for young children*  
*I-search, you search, we all learn to*  
*Quick and easy ways to connect with students & parents*  
*Creative dramatics for young children*  
*Elementary science activities for every*  
*Science through children's literature*  
*Eco-educators guide*  
*Science learning centers for the primary*  
*Mudpies to magnets*  
*80 internet nini-scavenger hunts*  
*Teaching real reading through real books*  
*The integrated curriculum*  
*Watching children read and write*  
*Teaching with favorite Magic Tree House*  
*Whole language in action*  
*An ABC of children's book activities*  
*Why our children can't read, and what we can do about it*  
*Literature circles*  
*150 surefire ways to keep them reading*  
*A classroom teacher's guide to struggling readers*  
*Good-bye round robin*  
*Act it out with reader's theater*  
*The gingerbread guide using folktales*  
*ABC's of thinking with Caldecott Books*  
*Thinking Skills through tall tales*  
*Thinking skills through fairy tales*  
*Fluency in focus*  
*Basic reading inventory*  
*Day by day*  
*A child's book of play in art*  
*Cartwheels on the keyboard*  
*Developing literacy*  
*Literacy work stations*  
*Practice with purpose*  
*I've DIBEL'd, now what?*  
*Smiles, nods, and pauses*  
*Writer's express: a handbook for young*  
*What are the other kids doing?*  
*A cluster approach to elementary vocal*  
*Missouri basic word list and tutoring*  
*Listen hear*  
*More story s-t-r-e-t-c-h-e-r-s*

## Books (continued)

*Bullying at school*  
*What works—schools without drugs*  
*The new read-aloud handbook*  
*Practical aspects of authentic assessment*  
*The science of spelling*  
*Technology through children's literature*  
*Involving parents through children's literature*  
*Books on wheels: coop learning through thematic units*  
*Using wordless picture books*  
*Famous fables for little troupers*  
*Mathematics...A way of thinking*  
*Activity math*  
*Math through children's literature*  
*Math and literature (K-3)*  
*A collection of performance tasks and rubrics*  
*Books you can count on*  
*Guiding children's learning of mathematics*  
*Mathematics activities for the elementary*  
*Mathematics the write way*  
*Bringing the NCTM standards to life*  
*Read any good math lately?*  
*Adventures with social studies*  
*Building reading comprehension habits*  
*The magic school bus science exploration*  
*Rocket science*  
*From head to toe: body math*  
*Play ball*  
*The search for the mystery planet: space math*  
*The teaching gap*  
*Janice VanCleave's math for every kid*  
*Janice VanCleave's astronomy for every kid*  
*Janice VanCleave's chemistry for every kid*  
*Botany for all ages*  
*Family medical and prescription drug guide*  
*Mayo Clinic family health book*  
*Children and AIDS virus: a book for children*  
*Making kites*  
*Atkins the complete cookbook*  
*The dinner doctor*  
*Favorite brand name low carb recipes*  
*Old fashioned cookies*  
*Positive self-talk for children*

*Whole language, whole learners*  
*Fluency lessons for the overhead*  
*Architecture and construction*  
*Origami for beginners*  
*The bookmark book*  
*A young person's guide to music*  
*The young person's guide to the orchestra*  
*Math wizardry for kids*  
*Mensa presents mind mazes for kids*  
*Mensa presents secret codes for kids*  
*Mensa publication mighty brain teasers*  
*Mensa publications mighty mind benders*  
*Readers theatre for children*  
*The geranium on the windowsill just died but teacher you went right on*  
*Children's plays from favorite stories*  
*Bubble gum and chalk dust*  
*Poems teachers ask for*  
*Poems teachers ask for book two*  
*Easy plays for preschoolers to third grade*  
*Little plays for little players*  
*First plays for children*  
*A reading guide to island of the blue*  
*A reading guide to roll of thunder hear my cry*  
*A reading guide to Shiloh*  
*A reading guide to sounder*  
*A reading guide to holes*  
*The oxford book of children's verse*  
*Index to children' poetry*  
*Time for poetry*  
*Exploring Harry Potter*  
*Little house country*  
*Educator's sourcebook of African American*  
*Missouri jeopardy*  
*Missouri timeline*  
*Missouri Indians*  
*scrapbook of Laura Ingalls Wilder*  
*Teaching your child values*  
*Raising positive kids in a negative world*  
*Read to me: raising kids who love to read*  
*Lee Canter's assertive discipline for parents*

## **Middle School Media Center:**

100 library lifesavers : a survival guide for school library media specialists  
101 great, ready-to-use book lists for teens  
1997 ASCD yearbook : Rethinking educational change with heart and mind  
1999 ASCD Yearbook: Preparing Our Schools for the 21st Century. : Preparing Our Schools for the 21st Century  
20 literacy strategies to meet the common core : increasing rigor in middle & high school classrooms  
25 Super-fun Math Spinner Games / by Judi Aronson.  
25 super-fun spelling games  
25 terrific literature activities : motivating projects and strategies for readers of all learning styles  
40 reproducible forms for the writing traits classroom : checklists, graphic organizers, rubrics and scoring sheets, and more to boost students' writing  
50 Fun-filled crosswords word searches / Steve Herrmann.  
6 + 1 traits of writing : the complete guide, grades 3 and up  
63 tactics for teaching diverse learners, K-6  
A collection of math lessons : from grades 6 through 8  
A collection of performances tasks and rubrics Upper elementary school mathematics  
A guide for using Island of the blue dolphins in the classroom : based on the novel written by Scott O'Dell  
A guide for using Matilda in the classroom : based on the novel written by Ronald Dahl  
A guide for using Number the stars in the classroom : based on the novel written by Lois Lowry  
A guide for using Sarah, plain and tall and Journey in the classroom  
A guide for using The hobbit in the classroom  
A guide for using The incredible journey in the classroom : based on the novel written by Sheila Burnford  
A guide for using The whipping boy in the classroom : based on the novel written by Sid Fleischman  
A literature unit for Dragon's gate by Laurence Yep  
A literature unit for The best Christmas pageant ever, by Barbara Robinson  
A literature unit for The secret garden, by Frances Hodgson Burnett  
A long way from Chicago : teacher guide  
A new vision for staff development  
A plethora of polyhedra in origami  
A science/literature unit guide for using The magic school bus inside the human body in the classroom  
A year full of writing projects for middle school  
Accountability for learning : how teachers and school leaders can take charge  
Advancing formative assessment in every classroom : a guide for instructional leaders  
Advertising, communication, economics  
Aesop's fables : posters and reproducible pages  
American tall tales : posters and reproducible pages  
Ancient Egypt  
ASCD yearbook 1998 : learning with technology  
Babysitting : (Powerpoint).  
Baseballmath : grand slam activities and projects for grades 4-8  
Basketball math : slam-dunk activities and projects for grades 4-8  
Battle of the books and more : reading activities for middle school students  
Because you teach : a dynamic musical resource for innovative staff development  
Beginning algebra thinking for grades 5-6.  
Better answers : written performance that looks good and sounds smart  
Beyond discipline : from compliance to community  
Beyond the Medal : a journey from their hearts to yours  
BIRD BY BIRD.  
Booktalks and beyond : thematic learning activities for grades K-6

Brain puzzlers.

Brain-based learning : the new paradigm of teaching

Building grammar : teaching the basics one skill at a time

Building leadership capacity in schools

Building reading comprehension. Grades 5-6 : high-interest selections for critical reading skills

Building visual skills : : diagrams and other graphic aids

Bullying at school : : what we know and what we can do

Bullyproof : : a teacher's guide on teasing and bullying for use with fourth and fifth grade students

Cause & effect : using causes and effects to make connections

Character under attack : & what you can do about it

Checking for understanding : formative assessment techniques for your classroom

Civic mathematics fundamentals in the context of social issues

Classroom instruction that works: Research based strategies for increasing student achievement.

Classroom Management that Works.

Clip art for winter.

Close encounters with deadly dangers riveting reads and classroom ideas

Cognitive coaching : a foundation for renaissance schools

Collaborating to meet standards : teacher/librarian partnerships for 7-12

Collaborating to meet standards : teacher/librarian partnerships for K-6

Common Core standards for middle school English language arts : a quick-start guide

Common core standards for middle school mathematics : a quick-start guide

Communicating student learning

Compare & contrast : using comparisons and contrasts to build comprehension : [grades 5-6]

Consider the source : finding reliable information on the Internet

Cooking up U.S. history : recipes and research to share with children

Cooking up world history multicultural recipes and resources

Cooperative learning

Cooperative learning and strategies for inclusion : celebrating diversity in the classroom

Cooperative learning teacher timesaver ready to use projects, plans, aids, and ideas.

Copyright for teachers and librarians

Core Knowledge sequence: content guidelines for grades K-8

Creating independent readers : developing word recognition skills in K-12 classrooms

Creativity inside out : learning through multiple intelligences

Cruising through research : library skills for young adults

Designs for cooperative interactions

Differentiating instruction in a whole-group setting : taking the easy first steps into differentiation

Differentiating reading instruction : how to teach reading to meet the needs of each student

Digging into the past

Discoveries and opinions of Galileo

Education in a new era ASCD Yearbook 2000

Education on the Edge of Possibility.

Egyptians, Maya, Minoans

Enhancing professional practice : a framework for teaching

Enjoying fairy tales : a whole language unit

Everything you need to know about birth control

Everything you need to know about STD

Fab vocab! : 35 creative vocabulary-boosting activities for kids of all learning styles

Flirting or hurting a teacher's guide on student-to-student sexual harassment in schools (grades 6 through 12) by Nan Stein and Lisa Sjostrom.

Flirting or hurting a teacher's guide on student-to-student sexual harassment in schools (grades 6 through 12) by Nan Stein and Lisa Sjostrom.

From the mixed-up files of Mrs. Basil E. Frankweiler by E.L. Konigsburg

FrontPage 2003 : the missing manual

Geography of the continents  
 Get those guys reading! : fiction and series books that boys will love  
 Goodman's Five-Star Activity Books Test-Taker Practice Series.  
 Grammar works! : 15 reproducible skills lessons that teach essential grammar rules  
 Graphic organizers and planning outlines for authentic instruction and assessment  
 Great grammar lessons that work  
 Grid and graph it : graphing activities for listening and following directions.  
 Helping children learn mathematics  
 Home and school reading and study guides : The new book of knowledge.  
 Homework for thinkers : a year's worth of creative assignments to stimulate critical thinking.  
 Hooked on the Caldecott award winners! : 60 crossword puzzles based on the Caldecott Gold Medal Books  
 How to behave so your children will, too!  
 How to give effective feedback to your students  
 How to manage your middle school classroom  
 How to reach & teach all students in the inclusive classroom.  
 How to read nonfiction books : Real life reading activities.  
 How to-- teach perimeter, area, and volume  
 How to write a research report.  
 How to write a story (4-6).  
 How to write a story. Grades 1-3  
 I read it, but I don't get it : comprehension strategies for adolescent readers  
 If You cried. Auschwitz: you died We must learn from the past.  
 Igniting a passion for reading : successful strategies for building lifetime readers  
 Incredible quotations : 230 thought-provoking quotes with prompts to spark students' writing, thinking, and discussion  
 Inferencing : Using context clues to infer meaning  
 Information technology in librarianship : new critical approaches  
 Integrating Instruction in Language Arts : Strategies, Activities, Projects, Tools and Techniques  
 Intermediate science through children's literature  
 Inviting students to learn : 100 tips for talking effectively with your students  
 I-search, you search, we all learn to research : a how-to-do-it manual for teaching elementary school students to solve information problems  
 Jacob have I loved  
 Janice VanCleave's geometry for every kid : easy activities that make learning geometry fun  
 Jury trials in the classroom  
 Keep'em reading bulletin boards: year-round designs for the library and classroom  
 Kitchen math  
 Language arts mini-lessons : step-by-step skill-builders for your classroom  
 Language arts Trivial Pursuit : intermediate  
 Learning and leading with habits of mind : 16 essential characteristics for success  
 Learning and memory :  
 Learning and teaching : research-based methods  
 Lee Canter's succeeding with difficult students.  
 License to laugh : humor in the classroom  
 Literature and critical thinking. Book 4  
 Literature pockets : Caldecott winners  
 Literature pockets : fiction  
 Literature teaches about the U.S.A.  
 LITERATURE-BASED READING.  
 Logic puzzles  
 Main idea. Grades 5-6 : using topics and details to see the big picture  
 Make it simpler a practical guide to problem solving in mathematics

Making standards work : how to implement standards-based assessments in the classroom, school, and district

Maniac Magee by Jerry Spinelli : [study guide]

Maniac Magge: a teaching guide

MAP Prep : Grade 6 Mathematics Problem Solving.

Math for the consumer : checking accounts, paychecks, and basic buying

Math in the real world of business and living : probability, statistics, and graphing

Math in the real world of design and art : geometry, measurements, and projections

Math the write way. Grades 6-7.

Math wizardry for kids

Math yellow pages for students and teachers from the KIDS' STUFF people

Mathematics : problem solving activities

Mathematics assessment : : myths, models, good questions, and practical suggestions

Mathematics games for fun and practice

Matter

Microsoft Office FrontPage 2003 / : Quick Steps

Middle grades assessment : balanced assessment for the mathematics curriculum.

Middle school matters : innovative classroom activities

Models of teaching

Monsters, mysteries, UFOs

More than metaphors : strategies for teaching process writing

Multicultural folk tales

Multiple intelligences and student achievement : : success stories from six schools

Narrative of the life of Frederick Douglass, an American slave

National Educational technology standards for students.

Nonfiction matters : reading, writing, and research in grades 3-8

Nonfiction Writing : Activity book.

Notice & note : strategies for close reading

November monthly activities

Olympic math.

On common ground : the power of professional learning communities

Oral history in the secondary school classroom

Organizing for successful school-based management

Other duties as assigned tips, tools, and techniques for expert teacher leadership

Our national parks

Our town, a play in three acts

Performance-based learning and assessment in middle school science

Plants; posters and reproducible pages

Practice with student-involved classroom assessment : a workbook and learning team guide

Probability

Problem-based learning : a collection of articles

Project WILD : K-12 curriculum & activity guide.

Project Wild Aquatic.

Promoting social and emotional learning : guidelines for educators

Quit it! : a teacher's guide on teasing and bullying for use with students in grades K-3

Readers theatre from fairy tale, fantasy and myth

Reading comprehension test taking skills : grade 6

Reading drills : Middle level. Middle Level

Reading for Information : Independent practice in Vocabulary and Comprehension.

Reading Reference Materials : Real-Life Reading Activities.

Reading reminders : tools, tips, and techniques

Reading smarter! : more than 200 reproducible activities to build reading proficiency in grades 7-12

Reading yellow pages for students and teachers

Real-life math : Algebra / Algebra  
Real-life math: decimals and percents  
Real-life math: fractions, ratios, and rates  
Real-life math: geometry  
Real-life math: probability  
Real-life math: tables, charts, and graphs  
Real-Life Math; Data Analysis.  
Real-life reading activities for grades 6-12  
Real-life reading activities for grades 6-12  
Rediscovering hope : our greatest teaching strategy  
Reference and information services : an introduction  
Reflections on the Revolution in France  
Research in middle level education quarterly  
Results : the key to continuous school improvement  
Results now : how we can achieve unprecedented improvements in teaching and learning  
Rethinking homework : best practices that support diverse needs  
Revolutionary War : Activity book.  
School leadership that works : from research to results  
Science Wizardry for Kids.  
Secrets of discipline : 12 keys for raising responsible children  
Shortcuts for teaching writing  
Skinnybones Study Guide : Novel-Ties.  
So each may learn :  
Standards-based activities with scoring rubrics : middle & high school English  
Story elements : learning about the components of stories to deepen comprehension  
Story starters on ancient Egypt : a creative writing program  
Strategies that work : teaching comprehension for understanding and engagement  
Subjects matter : every teacher's guide to content-area reading  
Summarizing : focusing on main ideas and details and restating in concise form  
Super kids publishing company  
Super teaching : over 1000 practical strategies  
Super-fun math: Problem-solving cards.  
Super-Fun Reading and Writing Skill Builders 50 Motivating Reproducibles That Reach and teach Every Learner.  
Tales alive! : folktales with activities  
Talk about books! : a guide for book clubs, literature circles, and discussion groups, grades 4-8  
Tall-tale math  
Teacher evaluation to enhance professional practice  
Teacher Smart!  
Teacher's planbook and calendar of year-round activities  
Teacher's read aloud anthology  
Teacher's read aloud anthology  
Teaching & learning through multiple intelligences  
Teaching outside the box : how to grab your students by their brains  
Teaching reading across the curriculum  
Teaching reading in middle school  
Teaching U.S. history through children's literature : post-World War II  
Teaching with poverty in mind : what being poor does to kids' brains and what schools can do about it  
Teaching with the brain in mind  
Teaching writing in middle school : : tips, tricks, and techniques  
Tech prep : the next generation : planning guide  
Ten trends : educating children for a profoundly different future  
Ten-minute real world reading

Text complexity : raising rigor in reading  
 Texts and lessons for content-area reading  
 The biggest holiday book ever  
 The cay  
 The classroom teacher's inclusion handbook : practical methods for integrating students with special needs  
 The dark is rising ## (TG)  
 The differentiated classroom : responding to the needs of all learners  
 The educated child : a parent's guide.  
 The first day of school: how to be an effective teacher.  
 The first day of school: how to be an effective teacher.  
 The Fountas and Pinnell leveled book list K-8+  
 The giver : Scholastic literature guide.  
 The hero's journey : how educators can transform schools and improve learning  
 The mega-fun multiplication facts activity book : easy games, poems, mini-books, reproducibles, and memorization strategies for kids of all learning s  
 The new basics : education and the future of work in the Telematic Age  
 The new book of knowledge : home and school reading and study guides.  
 The new nation  
 The organized teacher : a hands-on guide to setting up and running a terrific classroom  
 The portfolio journey : : a creative guide to keeping student-managed portfolios in the classroom  
 The results field book : practical strategies from dramatically improved schools.  
 The soul of education : helping students find connection, compassion, and character at school  
 The souls of Black folk  
 The summer of the swans, literature guide.  
 The tombs of the pharaohs : a three-dimensional discovery  
 The tough kid book : practical classroom management strategies.  
 The world at your fingertips : learning research and Internet skills  
 Thinking it Through : Challenges  
 Thinking it Through : Changes  
 Those who can, teach.  
 Thoughtful listening 2  
 Top tunes for teaching : 977 song titles and practical tools for choosing the right music every time  
 Transforming classroom grading  
 Transforming school culture : how to overcome staff division  
 Understanding by design  
 Understanding by design  
 Understanding Dyslexia : Professional's Guide.  
 Using Common Core Standards : To enhance classroom instruction and assessment  
 Using favorite picture books to stimulate discussion and encourage critical thinking  
 Using technology with classroom instruction that works  
 What else should I read? : : guiding kids to good books  
 What else should I read? : : guiding kids to good books  
 What successful teachers do in inclusive classrooms : 60 research-based teaching strategies that help special learners succeed  
 Witness in our time : working lives of documentary photographers  
 Words & vocabulary, grades 6-8+ : inventive exercises to sharpen skills and raise achievement  
 Write about it, middle grades  
 Write! Mathematics : multiple intelligences & cooperative learning writing activities  
 Writing to inform : reproducible lessons  
 Yellow brick roads : shared and guided paths to independent reading, 4-12  
 You have to go to school-- you're the teacher! : 300+ classroom management strategies to make your job easier and more fun



# High School Media Center

## Professional Books (Located in Teacher Workroom)

- 10 Smart Moves for Women Who Want to Succeed*      *Checking for Understanding*
- 1001 Best Websites for Educators*      *Chicken Soup for the Teacher's Soul*  
*101+ Teen Programs that Work*      *Child Abuse and Neglect*  
*21st Century Strategies for Strengthening Your*      *Classroom Discipline*
- 99 Jumpstarts to Research*      *Classroom Instruction from A to Z*  
*A Fine Young Man*      *Classroom Management That Works*  
*A Framework for Understanding Poverty*      *Classroom Motivation from A to Z*  
*A Funny Thing Happened on the Way to the School*      *Classroom Publishing*
- A Guide to Integrating Technology Standards*      *Classroom Strategies for Helping At-Risk Students*  
*A Guide to Argumentative Writing*      *Collaborating to Meet Standards*  
*A Teacher's Guide to Classroom Research*      *Collaborative Analysis of Student Work*  
*Accessing the Classics*      *Competent Classroom*  
*Accountability for Learning*      *Connecting Libraries with Classrooms*  
*Activating the Desire to Learn*      *Conservation of Natural Resources*  
*Activities for Teaching Hamlet*      *Coping with Standards, Tests, and Accountability*  
*Activities for Teaching Julius Caesar*      *Copyright Catechism*  
*Activities for Teaching Macbeth*      *Copyright for Schools*  
*Activities for Teaching Romeo and Juliet*      *Creating an Inclusive School*  
*Adolescent Literacy*      *Creating Literacy-Rich Schools for Adolescents*  
*Adolescents, Alcohol, and Substance Abuse*      *Creating Online Courses and Orientations*  
*Among School Children*      *Crossing Over to Canaan*  
*Art and Science of Teaching*      *Crusade in the Classroom*  
*Art of Reading*      *Curriculum 21*  
*ASCD Year Book 1999*      *Curriculum and Evaluation Standards*  
*Assessing Student Outcomes*      *Curriculum Leadership*  
*Assessment and Evaluation for Student Centered Learning*      *Daily Reflections for Highly Effective People*
- Becoming a Great High School*      *Designing Professional Portfolios for Change*  
*Best Bet Internet*      *Detracking for Excellence and Equity*  
*Best Books for High School Readers*      *Developing a Quality Curriculum*  
*Best Ever Writing Models*      *Developing Habits of Mind in Secondary Schools*  
*Better Learning Through Structured Teaching*      *Developing More Curious Minds*  
*Blogs, Wikis, Podcasts, and Other Powerful Web...*      *Differentiated Literacy Coaching*
- Brain Friendly School Libraries*      *Digital-Age Literacy for Teachers*  
*Brain-Compatible Classrooms*      *Discipline with Dignity*  
*Brainstorms and Blueprints*      *Do I Really Have to Teach Reading?*  
*Building Parent Engagement in Schools*      *Do It Right!*  
*Bulletin Boards and 3-D Showcases...*      *Drive*  
*Bully Proof*      *E.N.G.A.G.I.N.G. Teens in Their Own Learning*  
*Censorship and Selection*      *EdSpeak*  
*Character Under Attack*      *Education and Public Health*

*Engaging School*  
*Enhancing Professional Practice*  
*Enhancing Student Achievement*  
*ESL Teacher's Book of Lists*  
*Essential "55"*  
*E-Teaching*  
*Ex-Boy Friend Cook Book*  
*Exceptional Learners*  
*Extraordinary Teachers*  
*Exploring Harry Potter*  
*Extreme Teens*  
*Failure is NOT an Option*  
*Failure to Connect*  
*First Amendment in Schools*  
*First Things First*  
*Fish!*  
*Fish! Tales*  
*Flash 5*  
*Flirting or Hurting*  
*Freedom Writers Diary*  
*Fresh Look at Writing*  
*From Standards to Success*  
*Get Them Thinking*  
*Getting Graphic*  
*Google Apps*

*Growing Up with Dick and Jane*  
*Habits of Mind Across the Curriculum*  
*Handling Difficult Parents*  
*Hands-On Information Literacy Activities*  
*Have Talent, Will Travel*  
*He Just Doesn't Get It*  
*Helping Students Write Well*  
*Helping Teens Cope*  
*Honoring Diverse Teaching Styles*  
*How to Give Effective Feedback to Your Students*

*How Your Child is Smart*  
*I Read It, but I Don't Get It*  
*Igniting the Spark*  
*Improving Student Achievement*  
*Improving Student Learning One Teacher at a Time*

*In the Middle*

*Education in a New Era*  
*InfoQuest*  
*Information Literacy Skills*  
*Information Power*  
*Inspiring Active Learning*  
*Instruction That Measures Up*  
*Integrating Differentiated Instruction*  
*Integrating Educational Technology into Teaching*  
*Integrating Technology*  
*Interpersonal Communication*  
*Introduction to Research in Education*  
*Inviting Students to Learn*  
*Issues and Trends in Literacy Education*  
*Juggling Elephants*  
*K-12 Web Pages*  
*KidsClick!*  
*Leadership Capacity for Lasting School Improvement*  
*Leading Change in Your School*  
*Learning Disabilities*  
*Learning Disability Intervention Manual*  
*Learning Leader*  
*Learning Together and Alone*  
*Lessons for Life*  
*Let's Team Up!*  
*Literacy from A to Z*  
*Literacy Strategies for Improving Mathematics Instruction*  
*Literature Teacher's Book of Lists*  
*Look Again*  
*Losing My Faculties*  
*Losing Our Language*  
*Making the Writing and Research Connection*  
*Managing Diverse Classrooms*  
*Managing the Interactive Classroom*  
*MAX Teaching in Action*  
*MAX Teaching with Reading and Writing*  
*Meeting the Challenge*

*Microsoft Word for Terrified Teachers*  
*Mobilizing the Community to Help Students Succeed*  
*Models of Teaching*  
*Mom, Can I Have That?*  
*More Hands-On Information Literacy Activities*

*Multicultural and Diversity Education*

*Multicultural Teaching*  
*Multiple Intelligences*  
*Multiple Intelligences in the Classroom*  
*Multiple Intelligences of Reading and Writing*  
*Mysteries of Internet Research*  
*Mysteries of Research*  
*National Educational Technology Standards for Students*  
*National Educational Technology Standards for Teachers*  
*Natural Hormone Solutions*  
*Never Work Harder Than Your Students*  
*New School Health Handbook*  
*New Steps to Service*  
*New Vision for Staff Development*  
*Not Quite Burned Out But Crispy Around the Edges*

*Noteworthy Perspectives*  
*One Size Fits Few*  
*Opening Doors to Reading*  
*Outstanding Books for the College Bound*  
*Partnerships for Lifelong Learning*  
*Petrified Lightning and More Amazing Stories*  
*Philosophy for Teens*  
*Philosophical and Ideological Voices in Education*

*Please Don't Just Do What I Tell You*  
*Powering Achievement*  
*Practical Action Research for Change*  
*Practical Steps to the Research Process for High School*  
*Presentation Zen*  
*Preserving Intellectual Freedom*  
*Primary Source Teaching the Web 2.0 Way*  
*Problem-Based Learning*  
*Productive Group Work*  
*Professional Communities and the Work of High School Teaching*  
*Professional Secretary's Book of Lists and Tips*  
*Punished by Rewards*

*Putting Research to Work in Your School*  
*Quit It!*  
*Read It and Eat*  
*Reading and Writing Poetry with Teenagers*  
*Reading David*  
*Reading for Understanding*  
*Reading Reasons*

*Redefining Literacy 2.0*  
*Reframing Teacher Leadership*  
*Rethinking Homework*  
*Reviving Reading*  
*Rigor is Not a Four Letter Word*  
*School is Not a Four-Letter Word*  
*School Leadership That Works*

*Science Teacher's Book of Lists*  
  
*Seven Habits of Highly Effective People*  
*Shakespeare in the Classroom*  
*Social Studies Teacher's Book of Lists*  
*Staff Development Guide to Workshops for Teachers*  
*Standards-Based Integrated library*  
*Standards-Based Lessons for Tech-Savvy Students*

*Strategies That Work*  
*Student Brains, School Issues*  
*Student Cheating and Plagiarism in the Internet Age*  
*Student Drug and Alcohol Abuse*  
*Student Eating Disorders*  
*Student Pregnancy*  
*Succeeding Against the Odds*  
*Take the Bully by the Horns*

*Tantalizing Tidbits for Teens*  
*Tapping Student Effort*  
*Teach Like Your Hair's On Fire*  
*Teach My Kid -- I Dare You!*  
*Teach With Your Heart*  
*Teach Your Children Well*  
*Teacher Smart!*  
*Teacher-Made Assessments*  
*Teachers as Cultural Workers*  
*Teaching Information & Technology Skills*

*Teaching Reading Skills in a Foreign Language*  
*Teaching Teens & Reaping Results in a WiFi, Hip-Hop...*  
*Teaching Thinking Skills*  
*Teaching with the Brain in Mind*  
*Tech Prep*  
*Teen Book Discussion Groups*  
*Teen Programs with Punch*  
*Ten First Steps on the Internet*  
*The Flat World and Education*

*The Global Achievement Gap*  
*The Kids' Book Club Book*  
  
*The Mother Load*  
*The Power of Reading*  
*The Read-Aloud Handbook*  
*The Reading Zone*  
*The Research Project Book*  
*The Romance of Risk*  
*The Soul of Education*  
*The SSR Handbook*  
*The Strange Case of Mrs. Hudson's Cat*  
*The Teacher's Book of Wisdom*  
*The Teaching Gap*  
*The Touch Kid Book*  
*The Working Woman's Guide to Managing Stress*  
  
*The Wounded Spirit*  
*The Writing Teacher's Book of Lists*  
*Thomas Nast*  
*To Read or Not to Read*

*Transformative Assessment*  
*Transforming Professional Development Into Student Results*  
*Understanding Your Teenager's Depression*  
*Unfinished Business*  
*United Mind Workers*  
*Using the Big6 to Teach and Learn with the Internet*  
*Virtual Reference on a Budget*  
*Visual Tools for Constructing Knowledge*  
*Web Literacy for Educators*  
*What Every Teacher Should Know About IDEA*  
*What Great Teachers Do Differently*  
*What Teachers Need to Know About Assessment*  
*When Kids Can't Read*  
*Who Moved My Cheese?*  
*Why Our Children Can't Read*  
  
*Why Should Extroverts Make All the Money?*  
*Winners Without Losers*  
*Word Power*  
*Working in Groups*  
*Write It!*

## DVD/VIDEO

VHS	<i>Action Research</i>
VHS	<i>Active Learning</i>
VHS	<i>Assigning Effective Homework</i>
VHS	<i>Avoiding Burnout</i>
VHS	<i>Balanced Assessment to Increase Student Achievement</i>
VHS	<i>Beauty of Teaching</i>
VHS	<i>Best Practices in Teaching</i>
VHS	<i>Classroom Management</i>
VHS	<i>Constructive Parent Conference</i>
VHS	<i>Cooperative Learning</i>
VHS	<i>Creative Teaching Methods</i>
VHS	<i>Educational Technology</i>
DVD	<i>Formative Assessment in Content Areas</i>
VHS	<i>Integrating Computers in the Curriculum</i>
VHS	<i>Keeping Control of the Class</i>
VHS	<i>Learning Disabilities and Social Skills</i>
VHS	<i>Lesson Planning</i>
VHS	<i>Managing Student Conflict</i>
VHS	<i>Misunderstood Minds</i>
VHS	<i>Models of Teaching</i>
DVD	<i>Professional Learning Communities</i>
VHS	<i>Professional Portfolios</i>
VHS	<i>When Society's Problems Walk Through the Door</i>

## Professional eBooks (accessed through High School webpage "CHS Library Collection")

*Multiple Intelligences in the Classroom*  
*Teacher's Guide to Multisensory learning*  
*How to Give Effective Feedback to Your Students*  
*Detracking for Excellence and Equity*  
*Habits of Mind Across the Curriculum*  
*Learning and Leading with Habits of Mind*  
*New Teacher's Companion, The*  
*Discipline with Dignity*  
*Handbook for Enhancing Professional Practice*  
*Protocols for Professional Learning*  
*Content-Area Conversations*  
*Productive Group Work*  
*How to Help Your School Thrive Without Breaking the Bank*  
*Building Teachers' Capacity for Success*

## eBooks

*Creating the Opportunity to Learn: Moving from Research to Practice to Close the Achievement Gap*  
*Reaching Out to Latino Families of English Language Learners*  
*Teaching Boys Who Struggle in School: Strategies That Turn Underachievers into Successful Learners*  
*Purposeful Classroom: How to Structure Lessons with Learning Goals in Mind*  
*Formative Assessment Action Plan: Practical Steps to More Successful Teaching and Learning*  
*Simply Better: Doing What Matters Most to Change the Odds for Student Success*  
*Total Participation Techniques: Making Every Student an Active Learner*  
*How to Motivate Reluctant Learners*  
*How to Plan Rigorous Instruction*  
*Understanding Common Core State Standards*  
*Great Performances: Creating Classroom-Based Performance Tasks*  
*Effective Supervision: Supporting the art and Science of Teaching*  
*Transformative Assessment in Action: An Inside Look at Applying the Process*  
*How to Teach Now: Five Keys to Personalized Learning in the Global Classroom*  
*Create Success! Unlocking the Potential of Urban Students*  
*Where Great Teaching Begins: Planning for Student Thinking and Learning*  
*Everyday Engagement: Making Students and Parents Your Partners in Learning*  
*Transformational Teaching in an Informational Age*  
*Focus: Elevating the Essentials to Radically Improve Student Learning*  
*Insights Into Action: Successful School Leaders Share What Works*  
*Understanding by Design Guide to Creating High-quality Units*  
*Teaching in Tandem: Effective Co-Teaching in the Inclusive Classroom*  
*Wasting Minds: Why Our Education System is Failing and What We Can Do About It*