

# Professional Development Course Proposal Form



Please read through the following procedures and expectations for offering professional development in PSD. To access the PSD Professional Development Procedures and Expectations within the PSD Website, please click [HERE](#).

## Course Proposal Submission

- In addition to PSD Lane Change credit, CSU credit will be offered for any courses that consist of increments of 15 hours. Course proposal **must be received 30 days prior** to the start of the first class in order to meet CSU's timeline for course submission through Continuing Education. If the proposal is not received 30 days prior to the start of the first class, we may not be able to offer CSU credit to participants.
- Courses may not be retroactively created; credit will not be available for any classes that occur before the course proposal is approved and entered into the PD Online Catalog.

Name of Person Submitting Proposal: [REDACTED]

School or Department: Student Services

Email Address: [REDACTED] Phone Number: [REDACTED]

**Title of Course** PSD Restorative Response & Discipline Matrix  
→ Practitioners Training 2022

Date of First Meeting: February 24, 2022

**Course Logistics:** Please note - choosing "School-site Only" will **only** allow staff from your site to view this course. If you have staff that are assigned to multiple sites, please choose District-wide.

School-site Only       District-wide       Other:

**Audience - Required:** (Please select all applicable boxes. Staff in groups not selected will not be able to see the course in the catalog)

All PSD Employees       Any Interested Participant (including guests)  
 PSD Licensed       PSD Classified  
 PSD Administrators       Substitutes

**Additional Notes about Audience:** [Click here to enter text.](#)

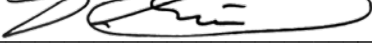
**Type of Course** – choose one

- Mandatory (class mandated by law/policy or rule specific to job responsibility)
- District Required (class required due to direct tie to district goals or initiatives)
- Job Specific Strongly Encouraged (class specific to a certain role and associated duties)
- Optional (participant's choice to attend)

*NOTE: Mandatory and Required courses are not available for PSD Lane Change Credit or Classified Professional Growth Credit. Mandatory or Required course transcripts will show the hours for CDE License Renewal only.*

**Approval (Both Required)**

I approve this course proposal and funding source. \_\_\_\_\_ Date: \_\_\_\_\_  
Principal or Department Director

I approve this course proposal and associated credit.  Date: 02/08/2022  
Professional Development Director

## Standards-Based Teaching and Learning Dimensions

Framework dimensions addressed by course (Please select all applicable boxes)

<input type="checkbox"/>	Purpose
<input type="checkbox"/>	Student Engagement
<input type="checkbox"/>	Curriculum & Pedagogy
<input type="checkbox"/>	Assessment for Learning
<input checked="" type="checkbox"/>	Environment & Culture
<input checked="" type="checkbox"/>	Professional Collaboration and Communication

### Course Description

Provide a brief overview of the course. State the overall goal of this educational experience and how it relates specifically to the education of educators. (This description will be used for the catalog description.)

This course will offer learning & guidance for the initial phase of implementation K-12 for this new resource in PSD. Participants will explore the PSD Restorative Response & Discipline Matrix and work together with colleagues to develop a deeper understanding of the tool & its embedded resources, while considering site-specific implications of its use.

### Course Objectives

State the main intentions of the course indicating knowledge-based competencies to be gained.

Our primary intentions will be to grow collective knowledge and expertise as participants are guided to explore the Matrix. Content for all sessions will be based on the feedback received (needs, questions, suggestions, and concerns) from different stakeholders across PSD. Participants will develop more competency and facility with use of the tool for the full range - from proactive and preventative to responsive - as well as deepen their knowledge of the foundations of restorative community building through a balanced approach to behavior instruction and discipline response. Participants will continue to analyze and evaluate the behavior framework at their sites for potential development and alignment.

### Content Outline

Include all major topics and sub-topics to be covered in the course reflected in the scheduled timeframe. *If hours include online work, describe the work in detail and how the work will be tracked.*

The work will include but not be limited to:

- Deep dive into the tool & linked resources
- Considerations for a multi-tiered approach to behavior response
- Documentation/Synergy practices
- Restorative community foundations & essentials
- Behavior/discipline infrastructure at building level

### Supporting Materials

List the resources used in developing this course which may include textbooks, journal articles, software, etc.

PSD SRCC

**Required Activities** – must be completed for all courses

Describe in detail the required student activities, work to complete, and expected collaboration to pass this course.

**Combined attendance and participation may not account for more than 20% of the grade.**

<b>Course Activity</b>	<b>Possible Points</b>
Attendance and Participation	20
Partner and small group implementation discussions	70
Role play/scenarios	10
<a href="#">Click here to enter text.</a>	
<b>Total</b>	100

**The participant must earn at least 80 points for a passing grade.**

**Section Details:**

Number of Participants: Min: 8            Max: 30

**Course Location:** ITC Aspen 1 & 2

Note: schools are responsible for reserving locations if the class is school-site only.

- I have contacted Customer Support to reserve this location for the class.
- I would like Professional Development to reserve this location.

**Lead Instructor Contact Information**

The lead instructor listed must attend every session of the class.

**Instructors cannot earn PSD credit for teaching a class.**

Exceptions for book studies and Summer Institute classes must be approved by the Director of Professional Development. The lead instructor’s current resume must be on file with the PSD Professional Development office or attached to this Course Proposal form.

Instructors Names: [REDACTED]

Email: [REDACTED]

Work Phone Number: [REDACTED]

Highest Degree Earned:   MAT  

Presenter:

**Additional Support:** The following person(s) should have access to this class in the PD Online Catalog.

Name: [REDACTED]

Email: [REDACTED]

**Number of Course Contact Hours: 2**

CSU credit will be offered for increments of 15 hours. Online hours and interaction must be described in detail as part of the Content Outline below. If the course is over 15 hours but CSU credit is NOT requested, please describe why: [Click here to enter text.](#)

**Course Dates and Meeting Times**

List the specific dates with start and end times. For full day classes, include *AT LEAST* a half-hour lunch or indicate if a working lunch is involved.

Meeting Date	Start Time	End Time
Option #1 – February 24, 2022	4:30 PM	6:30 PM
Option #2 – March 10, 2022	4:30 PM	6:30 PM
Option #3 – March 24th	4:30 PM	6:30 PM
<a href="#">Click here to enter text.</a>		

**Online Course Dates and Times**

List the specific due dates with start and end times.

Due Date	Start Time	End Time	Tracking Platform (Google Classroom, Blackboard, etc.)
<a href="#">Click here to enter text.</a>			
<a href="#">Click here to enter text.</a>			