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**Classified Professional Learning Protocols**

All SCUSD classified employees are invited to participate. This professional growth program is designed to provide incentives for classified employees to enhance and/or update their performance and knowledge through continuing education.

**Session Standards and Norms**

- Be on Time
  - There is a 10-minute grace period. If you are unable to make it before 10 minutes past the start of the session, you will not be eligible for credit.
  - You must sign in and sign out to receive credit
- Be present and mindful
  - Cell phones off or on vibrate
  - Stay on task
- Be respectful to the presenter and your colleagues
  - No side conversations
    - You may be excused from the session without receiving credit if interruptions are on-going
- Clean up after yourself

**eSchools**

eSchools is an easy to use web-based software tool that allows you to register, manage, track, keep updated information, receive emails on sessions you are, or were, registered for (waiting list included) and print your professional growth transcript.

**Day of Cancellations and Changes**

If a circumstance arises where a class is cancelled or is shortened and notification through eSchools, (email) is not sent out before; 8am for afternoon sessions and 12:00 pm for evening sessions, credit will be given in regular hours (not fast track hours).

Examples:

- A 1-hour class is cancelled after 8:00 am for a 12:00 pm-1:00 pm. Employees who are registered or on a waiting list for the specific session would receive half an hour (30 minutes) of fast track credit on their transcript.
- A 2-hour class is cancelled after 12:00 pm for a 4:00 pm-6:00 pm session. Employees who are registered or on a waiting list for the specific session would receive one (1) hour of fast track credit on their transcript.
- A 2-hour class is changed to a 1-hour class after 12:00 pm for a 4:00 pm-6:00 pm session. Employees who have attended (signed in and out) for the specific session would receive one and a half (1 hour and 30 minutes) hours of fast track credit on their transcript.