

Supplemental Instruction



Activity	Contact Units	Description and Limitations
School-Based Tutoring in Core-Content Areas	<ul style="list-style-type: none"> 1 CU for each 180 minute time period Maximum 30 CUs <p>Title I, Tier I and Tier II, Schools:</p> <ul style="list-style-type: none"> Maximum 50 CUs In Title I, Tier I and Tier II, Schools, an educator/licensed professional may be paid for tutoring outside the contractual workday and also receive full CUs. 	Educators/licensed professionals may deliver instruction one-on-one or in small groups of students. Instruction might include supporting, accelerating, or remediating students before or after school. Core-Content Areas are defined as: mathematics, English language arts, science, and social studies.

The following documentation is required for the above activity:

In addition to the completed *Contact Unit Verification Form (CCF-PGS2)*, this activity requires pre-approval from the educator/licensed professional's supervisor prior to participation and documentation of the tutoring hours and activities. For an educator/licensed professional who tutors students at a school other than his/her home school, the pre-approval section on the *Contact Unit Verification Form (CCF-PGS2)* must be signed by the administrative supervisor at the school sponsoring the tutoring program. The CU maximums and options are tied to the educator/licensed professional's home school.

Activity	Contact Units	Description and Limitations
Summer School	<ul style="list-style-type: none"> 15 CUs per session of summer school Maximum 30 CUs 	Educators/licensed professionals will be paid \$22/hour for teaching at a District-approved credit retrieval summer school and also receive CUs.

The following documentation is required for the above activity:

In addition to the completed *Contact Unit Verification Form (CCF-PGS2)*, this professional learning activity requires pre-approval from the educator/licensed professional's supervisor during Summer School and documentation of days and hours teaching summer school.

Award Applications



Activity	Contact Units	Description and Limitations
Applying for national or state professional awards for the educator/licensed professional's recognition of excellence in professional practice	<ul style="list-style-type: none"> 1 CU for each 180 minute time period spent preparing applications Maximum 10 CUs with no more than 5 CUs per award application if no awards received Maximum 30 CUs if the educator/licensed professional receives a national or state professional award for which he/she applied 	For national and state awards, this must be recognition which requires documentation and evidence of impact on school/student achievement.
Community-Based Awards	<ul style="list-style-type: none"> 1 CU for each 180 minute time period spent preparing applications Maximum 12 CUs with no more than 3 CUs for each unique application 	Community-based awards are provided by local agencies, companies, or other organizations. This includes awards available through the District for which an educator/licensed professional may apply.

The following documentation is required for the above activities:

In addition to the completed *Contact Unit Verification Form (CCF-PGS2)*, this professional learning activity requires pre-approval from the educator/licensed professional's supervisor prior to participation, a documentation log of the time spent applying for awards, and evidence of the submission of the completed award applications.

Reminder: Any paid hours at \$22 per hour accrue CUs at the ½ rate.