

**4032**  
**Professional Growth**

Starting in the 2026-2027 school year, every six years, permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth (See Appendix A).

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity.

Adopted on: 4-20-2026

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_



# Professional Growth Plan

## HASTINGS PUBLIC SCHOOLS

### PERMANENT CERTIFICATED EMPLOYEE

Nebraska Revised Statute §79-830  
Six-Year Professional Growth Requirement

**CATEGORY 1 — College Credit / Graduate Coursework**

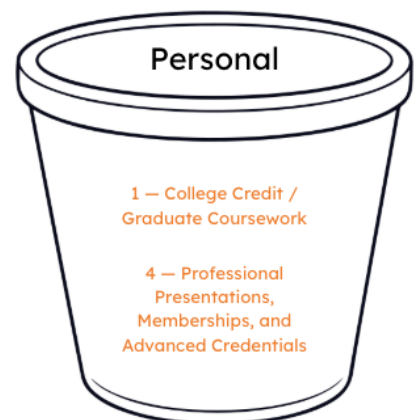
**CATEGORY 2 — Approved Workshops and Conferences**

**CATEGORY 3 — Professional Learning Communities and Collaborative Work**

**CATEGORY 4 — Professional Presentations, Memberships, and Advanced Credentials**

**CATEGORY 5 — Approved Professional Learning Activities**

*How to fill your  
professional  
growth buckets:*



**EMPLOYEE INFORMATION**

EMPLOYEE INFORMATION			
Employee Name:		Employee ID #:	
Position/Assignment:		Building:	
Date of Permanent Certification:		Six-Year Cycle End Date:	
Six-Year Period:	September 1, _____ through August 31, _____		
Total Points Required:	<b>90 points (or 6 semester credit hours)</b>	Total Points Earned:	

**Nebraska Revised Statute §79-830 — Permanent Certificated Employee; Evidence of Professional Growth Required**

“Every six years permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth or, in the alternative, such other activities as are approved by the school board, which may include, but are not limited to, educational travel, professional publications, or work on educational committees.”

## Purpose and Overview

Hastings Public Schools is committed to the continuous professional growth of all permanent certificated employees. This Professional Growth Plan (PGP) establishes the framework through which the district fulfills the requirements of Nebraska Revised Statute §79-830 and supports a culture of reflective, evidence-based professional learning aligned with our district’s instructional priorities.

The PGP is grounded in the belief that professional learning is most meaningful when it is sustained, connected to student outcomes, and aligned to the instructional frameworks and systems our district uses to support teaching and learning — including Marzano’s Art and Science of Teaching framework and Professional Learning Communities (PLCs).

Failure to provide evidence of professional growth as required under §79-830 constitutes just cause for contract action, including amendment or termination, under Nebraska Revised Statute §79-824(4)(g).

## Eligibility and Six-Year Cycle

This plan applies to all permanent certificated employees (3+ years) of Hastings Public Schools, including classroom teachers, instructional coaches, counselors, school psychologists, speech-language pathologists, librarians, and administrators. Year one of the six-year cycle begins with employment at Hastings Public Schools. If an eligible employee returns to the district, their six-year cycle continues from the time of their departure.

### Six-Year Cycle Timeline

Each employee’s six-year professional growth period is individual, not cohort-based:

- The six-year period commences on September 1 of the year in which the employee attains permanent certification status.
- A new six-year cycle begins on September 1 every six years thereafter.
- Points do not carry over from one six-year cycle to the next.
- Employees are encouraged to distribute growth activities over the full six-year period rather than attempting to meet requirements in the final year of the cycle.

## Point Requirement

To satisfy the professional growth requirement under §79-830, permanent certificated employees must earn a minimum of 90 professional growth points within their six-year cycle. The point system is based on the nationally recognized standard that:

Standard	Equivalency
1 semester credit hour of college coursework	15 professional growth points
6 semester credit hours (full statutory default)	90 professional growth points — satisfies full requirement
1 contact hour of approved professional learning activity	1 professional growth point

## Board-Approved Professional Growth Activities

The following activities are approved by the Hastings Public Schools Board of Education as evidence of professional growth under §79-830. All non-college credit activities require prior approval from the Superintendent or designee unless the activity is a district-sponsored professional learning event. Activities may be capped within categories to encourage breadth of professional learning. No single category may exceed 45 points (50% of the total requirement) per six-year cycle except for Category 1: College Credit/Graduate Coursework.

CATEGORY 1 — College Credit / Graduate Coursework			
Activity	Points	Max per Cycle	Documentation Required
Graduate or undergraduate semester credit hour (education or content area)	15 pts/credit hr	No cap	Official transcript
6 semester credit hours — automatically satisfies the full requirement	90 pts total	Full requirement	Official transcript

CATEGORY 2 — Approved Workshops and Conferences			
Activity	Points	Max per Cycle	Documentation Required

<b>District-sponsored professional development</b> (ESU 9 Teaching & Learning Conference)	1 pt/hr	45 pts	Attendance & Agenda
<b>Half-day workshop</b> – approximately 3 hours (ESU Cadre/Workshop, NDE Content Workshop, NDE Standards Revision, NDE Assessment Writing, etc.)	3 pts	45 pts combined	Attendance & Agenda
<b>Full-day workshop</b> – approximately 6 hours (ESU Cadre/Workshop, NDE Content Workshop, NDE Standards Revision, NDE Assessment Writing, LETRS/Aspire etc.)	6 pts	45 pts combined	Attendance & Agenda
<b>Regional or state conference</b> (e.g., NETA, NCE, NeMTSS, etc.)	1 pt/contact hr	45 pts combined	Program + registration receipt
<b>National conference</b> (e.g., ACTE, ASCA, ASCD, AMLE, ISTE, etc.)	1 pt/contact hr	45 pts combined	Program + registration receipt

### CATEGORY 3 – Professional Learning Communities and Collaborative Work

Activity	Points	Max per Cycle	Documentation Required
Participation in district-sanctioned <b>Professional Learning Community or PLC</b> (per documented meeting hour)	1 pt/hr	30 pts	Meeting agendas and logs (This is an automatic addition for approximately 30 days in the school calendar for PLC collaboration.)
<b>District or building committee work</b> (curriculum revision/adoption/implementation, grading, high-ability learning, HMS team leader, etc.)	1 pt/hr	15 pts	Meeting minutes or committee records
<b>School Improvement Accreditation Team Member or Lead</b>	5 pts	10 pts	Letter of participation
<b>New teacher mentoring - Guide Teacher</b> , 5 hours per semester (per semester)	5 pts/semester	20 pts	Mentor agreement + administrator verification
<b>Mentoring a Student Teacher</b>	20 pts	20 pts	Administrator verification

### CATEGORY 4 – Professional Presentations, Memberships, and Advanced Credentials

Activity	Points	Max per Cycle	Documentation Required
Presenting at a local, regional, or state professional conference	10 pts/presentation	20 pts	Program listing + verification
Presenting at a national professional conference	15 pts/presentation	30 pts	Program listing + verification
Membership in a professional organization (NSTA, NATM, NSLA, etc.)	5 pts/membership	5 points	Membership verification
Earning a professional micro-credential or digital badge (district-approved) (Ex. LETRS/Aspire)	10 pts per credential or badge	20 pts	Badge/certificate + evidence portfolio

### CATEGORY 5 – Approved Professional Learning Activities

Activity	Points	Max per Cycle	Documentation Required
Structured <b>book study</b> with documented reflection artifact (district-approved)	3-5 pts	10 pts	Reflection document or summary
Completion of <b>structured online course</b> (non-credit, district-approved) (Ex. LETRS/Aspire)	1 pt/contact hr	15 pts	Certificate of completion
Any other activity submitted and approved by the district	Determined at approval	Determined at approval	Pre-approval form + evidence of completion

## Six-Year Professional Growth Progress Log

Complete this log as you engage in professional growth activities throughout your six-year cycle. Maintain documentation for each entry. Submit this log with accompanying documentation to your building principal or HR designee at the end of each school year and at the close of your six-year cycle.

### PROFESSIONAL GROWTH POINT SUMMARY – SIX-YEAR CYCLE

School Year	Points Earned This Year	Cumulative Points	Administrator Initials
Year 1: 20____ - 20____			
Year 2: 20____ - 20____			
Year 3: 20____ - 20____			

Year 4: 20____ - 20____			
Year 5: 20____ - 20____			
Year 6: 20____ - 20____			
<b>CYCLE TOTAL</b>		<b>/ 90 points required</b>	

### Detailed Activity Log by Year

Record each professional growth activity below. Use additional sheets if needed. Retain all documentation.

YEAR 1 — School Year: 20____ - 20____						
#	Activity Title / Description	Category	Dates	Contact Hours	Documentation Submitted	Pts
1						
2						
3						
4						
5						
<b>YEAR TOTAL POINTS:</b>						

YEAR 2 — School Year: 20____ - 20____						
#	Activity Title / Description	Category	Dates	Contact Hours	Documentation Submitted	Pts
1						
2						
3						
4						
5						
<b>YEAR TOTAL POINTS:</b>						

YEAR 3 — School Year: 20__ - 20__						
#	Activity Title / Description	Category	Dates	Contact Hours	Documentation Submitted	Pts
1						
2						
3						
4						
5						
<b>YEAR TOTAL POINTS:</b>						

YEAR 4 — School Year: 20__ - 20__						
#	Activity Title / Description	Category	Dates	Contact Hours	Documentation Submitted	Pts
1						
2						
3						
4						
5						
<b>YEAR TOTAL POINTS:</b>						

YEAR 5 — School Year: 20__ - 20__						
#	Activity Title / Description	Category	Dates	Contact Hours	Documentation Submitted	Pts
1						
2						
3						
4						
5						
<b>YEAR TOTAL POINTS:</b>						

YEAR 6 — School Year: 20___ - 20___						
#	Activity Title / Description	Category	Dates	Contact Hours	Documentation Submitted	Pts
1						
2						
3						
4						
5						
<b>YEAR TOTAL POINTS:</b>						

## Annual Professional Growth Reflection and Goal Setting

Completion of the annual reflection supports the district’s commitment to professional learning that is intentional, evidence-based, and connected to student outcomes. Employees are encouraged to connect their professional growth goals to district instructional priorities, their PLC focus, and the Nebraska Teaching Standards.

Year 1 — Annual Reflection and Goal Setting
<p><b>In what ways have you grown professionally?</b></p> <hr/>
<p><b>Activities Completed:</b></p> <hr/>
<p><b>Evidence of Impact on Student Learning or Professional Practice:</b></p> <hr/>
<p><b>Reflection: What did you learn? How has your practice changed?</b></p> <hr/>
<p><b>Goal(s) for the Upcoming Year:</b></p> <hr/>

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor/Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Year 2 – Annual Reflection and Goal Setting

In what ways have you grown professionally?

Activities Completed:

Evidence of Impact on Student Learning or Professional Practice:

Reflection: What did you learn? How has your practice changed?

Goal(s) for the Upcoming Year:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor/Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Year 3 – Annual Reflection and Goal Setting

In what ways have you grown professionally?

Activities Completed:

**Evidence of Impact on Student Learning or Professional Practice:**

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**Reflection: What did you learn? How has your practice changed?**

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**Goal(s) for the Upcoming Year:**

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Year 4 – Annual Reflection and Goal Setting

**In what ways have you grown professionally?**

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**Activities Completed:**

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**Evidence of Impact on Student Learning or Professional Practice:**

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**Reflection: What did you learn? How has your practice changed?**

---

**Goal(s) for the Upcoming Year:**

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Year 5 – Annual Reflection and Goal Setting**

In what ways have you grown professionally?

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Activities Completed:

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Evidence of Impact on Student Learning or Professional Practice:

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Reflection: What did you learn? How has your practice changed?

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Goal(s) for the Upcoming Year:

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Year 6 – Annual Reflection and Goal Setting**

In what ways have you grown professionally?

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Activities Completed:

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Evidence of Impact on Student Learning or Professional Practice:

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Reflection: What did you learn? How has your practice changed?

<b>Goal(s) for the Upcoming Year:</b>
Employee Signature: _____ Date: _____
Supervisor/Principal Signature: _____ Date: _____

## Approval, Appeals, and Compliance

### Pre-Approval Requirement

All professional growth activities other than district-sponsored professional development and college coursework require prior approval. Employees must submit the Professional Growth Pre-Approval Request form to the Superintendent or designee before beginning the activity. Credit will not be awarded for activities completed without prior approval unless the Board provides otherwise.

### Appeals Process

Employees who disagree with a point determination or an activity approval decision may appeal in writing to the Director of Human Resources within 20 school days of the decision. The employee shall have the opportunity to present evidence supporting the appeal. The decision of the Superintendent shall be final unless appealed to the Board of Education.

### Consequences of Non-Compliance

Pursuant to Nebraska Revised Statute §79-824(4)(g) and §79-830, failure to provide evidence of professional growth within the six-year cycle constitutes just cause for contract action, including amendment or termination of the employment contract.

### Connection to District Instructional Priorities

Employees are encouraged — though not required — to align professional growth activities to one or more of the following district priorities:

- Implementation of the Marzano Art and Science of Teaching framework
- Professional Learning Community (PLC) collaboration and the four PLC questions
- Nebraska Teaching Standards and content-area standards alignment
- Assessment literacy and data-informed instruction

### SIX-YEAR CYCLE COMPLETION — CERTIFICATION OF PROFESSIONAL GROWTH

I certify that I have completed the required 90 professional growth points (or 6 semester credit hours) as required by Nebraska Revised Statute §79-830 for the six-year cycle ending August 31, 20\_\_\_\_\_.

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

Building Principal Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

Superintendent/HR Director Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

**Total Points Earned:** \_\_\_\_\_  **Requirement Satisfied**  **Deficiency Noted (see attached)**