



# GCL Handbook

Policy and Course Requirement for  
New Hires  
2024 - 2025



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## What is GCL Policy?

GCL Policy is stipulated by the Board of Education of MSD of Wayne Township and is outlined in school board policy. School board policy D400 reads:

*The School Board believes that quality teaching is of critical importance to a sound educational program, and that thorough and regular staff development and training activities are crucial to maintaining and improving good education. The Board supports the continuing effort to provide sound staff development for all staff.*

*It is particularly and uniquely important that new teachers and administrators be oriented and acclimated to MSD of Wayne Township, the communities it serves, and to receive appropriate training that will establish, enhance, and extend the knowledge and skills of such personnel. **Accordingly, new teachers and administrators shall be required to attend such staff development and training activities each year of their first two (2) years with the District.***

*The Superintendent is expected to approve a program of such training for new teachers and administrators which implements this Policy at no expense to the new teacher or administrator and shall occur during non-school time.*

*The GCL Policy on Professional Development has been designated as a condition of employment for all certified staff new to the MSD of Wayne Township.*

## GCL FAQs

### What does the GCL Policy require?

All new certified staff are required to complete thirty-two (32) credits of professional development designated and provided by the corporation without additional compensation during the **first two years** of their non-permanent status. Staff **MUST** complete all GCL requirements by April 1st of their final non-permanent year.

### What does GCL Stand for?

*Growing Collaborative Learners*

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### How do I ensure credit for attendance?

Staff members must sign in at each session, be on time, and stay the entire time in order to receive credit for the session. If a participant is late to the session, they may be asked to reschedule. In addition, all GCL tasks must be completed in order to receive GCL credit.

### How do I check my progress or the number of hours I have completed toward my required credit range?

You can use [PDExpress](#) to check the courses you are registered for, find a transcript of the courses you have taken, and register for a different session should you miss (only GCL00 Stay Safe and Legal or GCL00 Developing a Critical Consciousness require registration via PDExpress).

### What if I have a conflict and cannot make my session?

You should make every effort to complete your GCL course work with your building cohort. However, should a conflict arise, please contact your GCL facilitator **and** Meagan Campbell by email to make arrangements for completing your missed session. If a conflict arises for your GCL00 Stay Safe and Legal or GCL00 Developing a Critical Consciousness session, please un-enroll in that course in PDExpress and re-enroll in that same course at a different date.

### Do GCL courses count towards PGP and License Renewal?

Yes. The sessions you attend for GCL will also count towards PGPs required for license renewal.

### Do I need to enroll in GCLs if I am a returning teacher?

IF you are a returning teacher who has been away for *less than three years*, no.

IF you are a returning teacher who has been away for *three or four years*, then you will need to complete:

- GCL00NT: Welcome to Wayne Digital Systems
- GCL00SSL: Stay Safe and Legal

IF you are a returning teacher who has been away for *five or more years*, then you will need to complete:

- GCL00NT: Welcome to Wayne Digital Systems
- GCL00SSL: Stay Safe and Legal
- GCL03: Guaranteed and Viable Curriculum
- GCL04: Responsive Instruction
- GCL05: Meeting the Needs of Diverse Learners

## Cohort Design

GCL cohort groups are designed to offer on-going and consistent professional development to newly hired certified staff in each school building. This design allows for relationship building and networking among cohort members. One set of facilitators will work with each cohort throughout their coursework. Facilitators are trained to adjust and differentiate course content and instruction based upon the members of the group.

*There are five required GCL courses (12 hours) that are taught outside of the building cohort model. Each of these courses will include an in person session with new teachers from around the district. Those courses are:*

<b>New Teacher Breakfast</b>	<b>2 hours</b>
<b>District Bus Tour</b>	<b>1 hour</b>
<b>Welcome to Wayne Digital Systems</b>	<b>3 hours</b>
<b>Stay Safe and Legal</b>	<b>3 hours</b>
<b>Developing a Critical Consciousness about Racial, Cultural, and Linguistic Diversity</b>	<b>3 hours</b>

*There are five required GCL courses (20 hours) within the building cohort model. Those courses are:*

<b>(GCL01) Classroom Environment</b>	<b>3 hours</b>
<b>(GCL02) Evaluation System</b>	<b>2 hours</b>
<b>(GCL03) Guaranteed and Viable Curriculum</b>	<b>6 hours</b>
<b>(GCL04) Responsive Instruction</b>	<b>5 hours</b>
<b>(GCL05) Meeting the Needs of Diverse Learners</b>	<b>4 hours</b>

*Each of the building cohort courses will include:*

- *independent participation in an asynchronous video,*
- *follow up task(s), and*
- *collaboration with your building cohort.*

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## GCL Course Checklist

### Semester 1 GCL Checklist

*For teachers hired prior to September 30*

Building Cohort Required Courses	Course Window	Date/Time (Record here when scheduled by your building)	
GCL01 Classroom Environment	7/29/24 - 8/16/24		
GCL02 Evaluation System	7/29/24 - 9/20/24		
GCL03 Guaranteed and Viable Curriculum	8/19/24-9/20/24		
GCL04 Responsive Instruction: Assessments and Data	9/23/24-11/8/24		
GCL05 Meeting the Needs of Diverse Learners	11/11/24-12/20/24		

### Semester 2 GCL Checklist

*For teachers hired after September 30*

Building Cohort Required Courses	Course Window	Date/Time (Record here when scheduled by your building)	
GCL01 Classroom Environment	1/6/25 - 1/24/25		
GCL02 Evaluation System	1/6/25 - 2/21/25		
GCL03 Guaranteed and Viable Curriculum	1/27/25 - 2/21/25		
GCL04 Responsive Instruction: Assessments and Data	2/24/25 - 4/18/25		
GCL05 Meeting the Needs of Diverse Learners	4/21/25 - 5/16/25		

**Required course not included in the building cohort**

GCL Course	Date	Location	Time	
New Teacher Breakfast	7/26/2024	CHC	7:30 AM	
(GCL00BT) Required Bus Tour & Teachers Treasures	7/26/2024	CHC	After breakfast	
(GCL00NT) Welcome To Wayne Digital Systems	7/26/2024	CHC	1:00-4:00pm	
<b>Developing a Critical... @ EDC (only choose 1 date)</b>				
(GCL00DCC) Developing a Critical Consciousness...	8/13/2024	EDC	4:30-7:30pm	
(GCL00DCC) Developing a Critical Consciousness...	10/14/2024	EDC	8:00-11:00am	
(GCL00DCC) Developing a Critical Consciousness...	2/4/2025	EDC	4:30-7:30pm	
(GCL00DCC) Developing a Critical Consciousness...	3/24/2025	EDC	8:00-11:00am	
<b>Stay Safe and Legal @ EDC (only choose 1 date)</b>				
(GCL00SSL) Stay Safe and Legal	10/14/2024	EDC	12:00-3:00pm	
(GCL00SSL) Stay Safe and Legal	11/19/2024	EDC	4:30-7:30pm	
(GCL00SSL) Stay Safe and Legal	3/4/2025	EDC	4:30-7:30pm	
(GCL00SSL) Stay Safe and Legal	3/24/2025	EDC	12:00-3:00pm	

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## How to register for GCL00 Stay Safe and Legal and GCL00 Developing a Critical Consciousness

- Go to the Wayne website [district.wayne.k12.in.us](http://district.wayne.k12.in.us)
- Hover over **STAFF** and select **EXTERNAL LINKS** and click **PDExpress**
- Enter ID & Password as provided to you via email by Abies Robles-Rivera (if having trouble, please contact her at @ 8663 for login information)
- On the login page you will find a list of courses you are currently enrolled in (in progress)
- Choose In-District PD from top bar, from top bar then In-District PD Catalog
- Click on the course you want or search for the course name if it doesn't appear on the first page
- Click register at the top right screen then click continue
- Click send to send a confirmation email to yourself



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## **GCL Contact Information**

### **GCL Program Assistant**

Abies Robles-Rivera

Contact for assistance with GCL course enrollment or questions

988-8600

### **Curriculum Coordinator**

Meagan Campbell

988-8600

### **Assistant Superintendent for Human Resources**

Dr. Shenia Suggs

988-8600

*To email a staff member use the format of first name.last name@wayne.k12.in.us*

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*The test of a good teacher is not how many questions he can ask his pupils that they will answer readily, but how many questions he inspires them to ask him which he finds it hard to answer.*

**-Alice Wellington Rollins**



**WE ARE WAYNE!**  
GREAT SCHOOLS  
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**MSD of Wayne Township  
1220 South High School Road  
Indianapolis, IN 46241**

*The printable form of this booklet is available on the Wayne Website under "Staff" > "Curriculum Information"*

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