Teaching All Learners is a one year, 40 hour professional development program offered to all staff at the Higginson School plus third grade teachers at the Higginson-Lewis School. The focus on the professional development is the inclusive practices of educators with the use of Universal Design for Learning as the overarching framework. There are three parts to this program that are required of all participants in order to receive full credit. This includes both face-to-face meetings (18.75 hours) as well as online readings, assignments, discussions and submissions (21.25 hours). Application into the classroom and school environment is the third component. Teachers will document and submit changes in their classroom environment, curriculum and teaching approaches.

Requirements of face-to-face meetings for all staff:

1. Attend all 15 sessions that have been scheduled since the beginning of the school year. The program meets on the first and third Wednesdays from 7:30-8:45 am. Dates are as follows:
* October 3 and 16 2.5 hours
* November 6 and 20 2.5 hours
* December 4 1.25 hours
* January 8 and 22 2.5 hours
* February 5 1.25 hours
* March 5 and 19 2.5 hours
* April 2 and 16 2.5 hours
* May 7 and 21 2.5 hours
* June 4 1.25 hours

Please note that if you miss any of the face to face sessions, you will be required to complete a UDL project for each session missed. UDL projects will be made available on the weebly site.

1. Follow the norms of the group during face-to-face sessions:
	1. No side-bar conversations
	2. Listen to who is speaking
	3. Fully participate in the discussion and activities
	4. Bring all materials (homework and binder) to each session
	5. If you do miss one of the sessions for an excused absence (sick, other PD commitment), you are required to speak with the instructor. The instructor will provide UDL projects that will be made available on the weebly site. For each face to face session you miss, you will be requirements to complete a UDL project.
	6. Be on time to all meetings; arrive by 7:25 am to be ready for 7:30 am.
2. Online Work and Application to the School Environment:
	1. Complete all required readings, assignments, and submissions on time.
	2. All submissions must be your best work. All submissions must be edited.
	3. Participate in all online discussions as required. Submit meaningful responses and reflections.
	4. Submissions will include how you apply this work back to your environment.
	5. Collaboration with other educators is encouraged for all assignments and application.

You will receive credit if all requirements have been satisfied according to the instructor. If you have any questions at all, please contact either Gina Stefanini (ginamstefanini@gmail.com), the instructor, or Barbara Joseph (bjoseph@wheelock.edu), the program manager.