

NBC Out-Of-Classroom Guidelines
Monthly Calendar
Required to Maintain Eligibility for the NBC Incentive

The expectation is that NBC Teachers who begin this process do so with the intent to meet the criteria each month for the entirety of the school year. If the parameters of your position change and you will no longer be in the classroom providing direct instruction daily, please email peggy.presley@lausd.net, carla.givens@lausd.net and axg4664@lausd.net and submit a new PAC form.

- 1) You must be employed by Los Angeles Unified, in permanent status in a UTLA Represented Position
- 2) A calendar, on the NBC Out-of-Classroom Calendar Template must be submitted each month, on the 'C' basis calendar, that includes:
 - a) Time spent in the classroom
 - i) Which Classroom and the teacher of record if applicable
 - ii) Type of Instruction (Whole group, Whole Group-co-teaching, small group, individual)
 - iii) The primary focus of the instruction (general, should fit in in space provided)
- 3) Calendars are to be submitted by noon on the last Friday of each month.
 - a) If a calendar is not submitted or if the calendar reflects less than the required percentage of time in the classroom providing direct instruction to students:
 - i) you will be ineligible for the base NBC incentive for that month, if the incentive has been paid, that amount will need to be paid back to Los Angeles Unified
 - ii) you will be ineligible to report hours toward the 46/92 hours on the log for that month (a screenshot of the grades page of this course must be submitted with each Task submission)
 - b) If the calendar reflects less than the required amount of time to be eligible for the incentive for 3 or more months the position will become ineligible for the NBC incentive.
 - i) the teacher will be notified and a new PAC form will need to be submitted
 - ii) any NBC incentives paid from the time that the position is found to be ineligible will need to be re-paid to Los Angeles Unified
 - (1) any NBC incentives paid during the summer months may need to be fully repaid to Los Angeles Unified or pro-rated depending on the number of eligible months served

See the forms page of the NBC website for the Schoology Access Code for NBC Teachers in full or part time out-of-classroom positions.