

## Waldron Public Schools Professional Development Plan for 2012-13

Each licensed employee shall receive a minimum of sixty (60) hours of professional development annually to be fulfilled between June 1 and May 31. Licensed employees are required to obtain their sixty (60) hours of approved professional development each year over a five-year period as part of licensure renewal requirements. Professional development hours earned in excess of sixty (60) in the designated year cannot be carried over to the next year.

Licensed employees who are prevented from obtaining the required professional development hours due to their illness or the illness of an immediate family member as defined in A.C.A. § 6-17-1202 have until the end of the following school year to make up the deficient hours. Missed hours of professional development shall be made up with professional development that is substantially similar to that which was missed. This time extension does not absolve the employee from also obtaining the following year's required 60 hours of professional development. Failure to obtain required professional development or to make up missed professional development could lead to disciplinary consequences, up to termination or nonrenewal of the contract of employment.

The goal of all professional development activities shall be improved student achievement and academic performance that results in individual, school-wide, and system-wide improvement designed to ensure that all students demonstrate proficiency on the state's assessments. The District's professional development plan shall demonstrate scientifically research-based best practice, and shall be based on student achievement data and in alignment with the ADE Rules Governing Professional Development and current Arkansas code.

Teachers and administrators shall be involved in the design, implementation, and evaluation of the plan for their own professional development. The results of the evaluation made by the participants in each program shall be used to continuously improve the District's professional development offerings and to revise the school improvement plan. The District's professional development committee will develop and implement an annual plan of professional development. The plan shall align district resources to address the professional development activities identified in each school's ASCIP and align with the District's vision and mission. The District's professional development committee has the responsibility of assisting the Professional Development Coordinator in coordinating and evaluating the district's professional development program.

Flexible professional development hours (flex hours) are those hours which an employee is allowed to substitute professional development activities, different than those offered by the District, but which still meet criteria of either the employee's Individual Improvement Plan or the school's ACSIP, or both. The District shall determine on an annual basis how many, if any, flex hours of professional development it will allow to be substituted for District scheduled professional development offerings. The determination may be made at an individual building, a grade, or by subject basis. The District administration and the building principal have the authority to require attendance at specific professional development activities. Employees must receive advance approval from the building principal for activities they wish to have qualify for flex professional development hours. To the fullest extent possible, professional development activities are to be scheduled and attended such that teachers do not miss their regular teaching assignments. Six (6) approved flex hours credited toward fulfilling the sixty (60) hour requirement shall equal one contract day. Hours of professional development earned by an employee that is not at the request of the District and is in excess of sixty (60) or not pre-approved by the building principal shall not be credited toward fulfilling the required number of contract days for that employee.<sup>2</sup> Hours earned that count toward the required sixty (60) also count toward the required number of contract days for that

employee. Employees shall be paid their daily rate of pay for professional development hours earned at the request of the District that necessitate the employee work more than the number of days required by their contract.

Teachers and administrators who, for any reason, miss part or all of any scheduled professional development activity they were required to attend, must make up the required hours in comparable activities which are to be pre-approved by the building principal.

To receive credit for his/her professional development activity each employee is responsible for obtaining and submitting documents of attendance, or completion for each professional development activity he/she attends. Documentation is to be submitted to the building principal or designee.

#### Professional Development Criteria:

5.01 Professional development is the means by which educators acquire or enhance the knowledge, skills, and expectations necessary to increase student learning and must meet the following criteria. All approved professional development shall be aligned to the following Standards developed by the National Staff Development Council:

##### 5.01.1 Context Standards

- a. Requires skillful school and school district leaders who guide continuous instructional improvement;
- b. Organizes educators into learning communities whose goals are aligned with those of the school and school district; and
- c. Requires resources to support educator learning and collaboration.

##### 5.01.2 Process Standards

- a. Uses disaggregated student data to determine educator learning priorities, monitors progress, and help sustain continuous improvements;
- b. Uses multiple sources of information to guide educator improvement and demonstrate its impact;
- c. Prepares educators to apply research to decision making;
- d. Uses learning strategies appropriate to the intended goal;
- e. Applies knowledge about human learning and change; and
- f. Provides educators with the knowledge and skills to collaborate.

##### 5.01.3 Content Standards

- a. Prepares educators to understand and appreciate all students, create safe, orderly and supportive learning environments and hold high expectations for their academic achievement;
- b. Deepens educators' content knowledge, provides them with research-based instructional strategies to assist students in meeting rigorous academic standards, and prepares them to use various types of classroom assessments appropriately;
- c. Provides educators with knowledge and skill to involve families and other stakeholders appropriately;
- d. Provides educators with knowledge and skills needed to teach students with disabilities, including without limitation autism; and
- e. Provides educators with knowledge and skills needed to teach culturally and linguistically diverse students.

Approved professional development takes on many forms and may be earned in the following ways:

5.04.01 Conferences/workshops/institutes

5.04.02 Mentoring/peer coaching;

5.04.03 Study groups/learning teams;

- 5.04.04 National Board for Professional Teaching Standards Certification;
- 5.04.05 Distance learning/on-line opportunities;
- 5.04.06 Internships;
- 5.04.07 State/district/school programs;
- 5.04.08 College/university course work;
- 5.04.09 Action research; or
- 5.04.10 Individually-guided as noted in an educator's individual professional development plan.

Approved professional development activities shall relate to the following focus areas:

- 5.02.01 Content (K-12);
- 5.02.02 Instructional strategies;
- 5.02.03 Assessment/data;
- 5.02.04 Advocacy/leadership/fiscal management;
- 5.02.05 Systemic change process;
- 5.02.06 Standards, frameworks, and curriculum alignment;
- 5.02.07 Supervision;
- 5.02.08 Mentoring/coaching;
- 5.02.09 Education technology;
- 5.02.10 Principles of learning/developmental stages;
- 5.02.11 Cognitive research;
- 5.02.12 Parent involvement/academic planning & scholarship;
- 5.02.13 Building a collaborative learning community; and
- 5.02.14 Student health and wellness, which may include but not limited to appropriate training for anticipated rescuers in the use of
  - 5.02.14.1 Automated external defibrillator; or
  - 5.02.14.2 Cardiopulmonary resuscitation.

Professional Development Required by the Arkansas Department of Education:

- At least six (6) of the sixty (60) annual hours shall be in the area of educational technology.
- Teachers are required to receive at least two hours annually of their sixty (60) required hours of professional development designed to enhance their understanding of effective parental involvement strategies. Up to once every five (5) years, an educator may substitute no more than three (3) hours of the required training related to child maltreatment for the parental involvement training requirement.
- All licensed personnel shall receive two (2) hours of professional development in teen suicide awareness and prevention one (1) time every five (5) school years which may be obtained by self-review of suitable suicide prevention materials approved by ADE.
- Teachers who provide instruction in Arkansas history shall receive at least two (2) hours of professional development in Arkansas history as part of the sixty (60) hours required annually.
- Anticipated rescuers shall receive training in cardiopulmonary resuscitation and the use of automated external defibrillators as required by ADE Rule. Such training shall count toward the required annual hours of professional development.

- At least once every three (3) years, persons employed as athletics coaches, shall receive training related to concussions, dehydration, or other health emergencies as well as students' health and safety issues related to environmental issues and communicable diseases.
- All licensed personnel shall receive at least two (2) hours of training related to child maltreatment within twelve (12) months of their initial licensure and/or the renewal of their license. The training curriculum shall meet the criteria established by ADE Rule which shall be based on the curriculum approved by the Arkansas Child
- Abuse/Rape/Domestic Violence Commission. Up to once every five (5) years, an educator may substitute no more than three (3) hours of the required training related to child maltreatment for the parental involvement training requirement. For the purposes of this training, "licensed personnel" includes school social workers, psychologists, and nurses.
- All licensed personnel shall receive training related to compliance with the District's antibullying policies.
- Administrators are required to receive at least three hours annually of their sixty (60) required hours of professional development designed to enhance their understanding of effective parental involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.
- For each administrator, the sixty (60) hour professional development requirement shall include training in data disaggregation, instructional leadership, and fiscal management, including without limitation the Initial, Tier 1, and Tier 2 training required for superintendents and district designees by ADE's Rules Governing the Arkansas Financial Accounting and Reporting System and Annual Training Requirements.
- The superintendent, assistant superintendent, and grades 7-12 principal, assistant principal and guidance counselor<sup>3</sup> are required to participate in professional development on the availability of, eligibility requirements for, and the process of applying for state-supported student financial assistance. Unless obtained as part of their previous position of employment, affected employees who are new to their position shall receive three (3) hours of such training within the first year in their new position. Subsequently, all affected employees shall receive one (1) hour of such training annually.
- Teachers required by the superintendent, building principal, or their designee to take approved training related to teaching an advance placement class for a subject covered by the College Board and Educational Testing Service, shall receive up to thirty (30) hours of credit toward the sixty (60) hours of professional development required annually.

#### Other Permitted Professional Development Activities:

- Licensed personnel may earn up to twelve (12) hours of professional development for time they are required to spend in their instructional classroom, office or media center prior to the first day of student/teacher interaction **provided** the time is spent in accordance with the state law and current

ADE rules that deal with professional development. The hours may be earned through online professional development approved by the ADE provided the professional development relates to the district's ASCIP and the teacher's professional growth plan.

- Teachers are eligible to receive fifteen (15) professional development hours for a college course that meets the criteria identified in law and the applicable ADE rules. The board shall determine if the hours earned apply toward the required sixty (60). A maximum of thirty (30) such hours may be applied toward the sixty (60) hours of professional development required annually.

Employees who do not receive or furnish documentation of the required annual professional development jeopardize the accreditation of their school and academic achievement of their students. Failure of an employee to receive sixty (60) hours of professional development in any given year, unless due to illness as permitted by law, ADE Rule, and this policy, shall be grounds for disciplinary action up to and including termination.

The Waldron School District provides 10 days, in each licensed employee's contract, to be used to obtain the 60 hours of required professional development. Each teacher must obtain at least 60 hours outside the instructional day to fulfill his/her contract requirements.

Professional development opportunities offered during an instructional day will count as state required professional development but will not fulfill the contractual obligation of the 10 days provided by the district.

This plan is in compliance with the Rules Governing Professional Development as outlined by the Arkansas Department of Education and the Waldron Public School District policies Staff Development Program – 5.4 and Licensed Personnel Employee Training – 3.6L.

# WALDRON SCHOOL DISTRICT

## Professional Growth Plan

June 1, 2012 through May 31, 2013

Teacher:	Building:
Assignment:	Team Members:

### District Requirements – 18 hours

Data and Rationale: The state of Arkansas has adopted the Common Core State Standards and has decided that schools will be implementing these standards in the 2012-13 school year in grade K – 8.

Date(s)	Location	Presenter(s)	Title and Description
June 19 - 21 18 hrs.	Waldron Middle & Elementary Schools	JBHM	Core Point An Introduction to the Common Core State Standards -
June 26 - 28 18 hrs.	Waldron High School	5.02.06 Standards, Frameworks & Curriculum Alignment	This will be a three day session to introduce all teachers to the Common Core State Standards and our plan for transitioning to these new standards. During this session, we will also begin the process of curriculum mapping for all subjects and all grade levels.

### District Requirements – 20 hours (26 hours for NEW Staff)

Data and Rationale: The following topics have been determined based on state professional development requirements and data from Focus Walks and other observations that occurred during the 2011 – 12 school year.

Date(s)	Location	Presenter(s)	Title and Description
August 3 <sup>rd</sup> 8:30 – 3:30 6 hours	Waldron Central Office Training Room	District Staff and Building Principals	New Teacher Induction <b>(Mandatory for new staff in the district.)</b>
		5.02.08 Mentoring/Coaching	
August 10 <sup>th</sup> 8:30 – 11:30 3 hours	Waldron High School	Suzanne Bailey	Mission, Vision, & Goals
		5.02.13 Building a Collaborative Learning Community	**Breakfast will be served during this session.
August 10 <sup>th</sup> 12:30 – 3:30 3 hours	Waldron High School	Crisis Management Team	Overview of crisis plan and action steps in the event of a crisis.
		5.02.14 Student Health & Wellness	
August 13 <sup>th</sup> 8:30 – 11:30 3 hours	Waldron School District	Various Presenters	Break-Out Technology Sessions at each campus. (See Attached List)
		5.02.09 Educational Technology	
August 13 <sup>th</sup> 11:30 – 12:30 1 hour	Waldron High School	Ryan Walker	Parental Involvement Strategies
		5.02.12 Parental Involvement	**Lunch will be served during this session.
August 13 <sup>th</sup> 12:30 – 3:30	Waldron School District	Various Presenters	Break-Out Technology Sessions at each campus. (See Attached List)

3 hours		5.02.09 Educational Technology	
August 14 <sup>th</sup> 8:30 – 9:30 1 hour	Waldron High School	TBA	Anti-bullying Policies/training compliance
		5.02.14 Student Health & Wellness	
August 14 <sup>th</sup> 9:30 – 11:30 2 hours	Waldron Elementary School	TBA	Arkansas History (For teachers that teach Arkansas History)
		5.02.01 Content	
August 14 <sup>th</sup> 9:30 – 11:30  2 hours	Waldron Elementary School	TBA	Common Core Literacy Standards Across the Curriculum (For teachers that are not required to have PD hours in Arkansas History)
		5.02.06 Standards, Frameworks & Curriculum Alignment	
August 14 <sup>th</sup> 9:30 – 11:30 2 hours	Waldron Middle School	TBA	Middle School PLC's (For teachers that are not required to have PD hours in Arkansas History)
		5.02.05 Systemic Change Process	
August 14 <sup>th</sup> 9:30 – 11:30 2 hours	Waldron High School	TBA	High School PLC's (For teachers that are not required to have PD hours in Arkansas History)
		5.02.05 Systemic Change Process	
August 14 <sup>th</sup> 11:30 – 12:30 1 hour	Waldron High School	Ryan Walker	Parental Involvement Strategies **Lunch will be served during this session.
		5.02.12 Parental Involvement	
August 14 <sup>th</sup> 12:30 – 1:00 ½ hours	Waldron High School	Mike Galinato	Technology Information Session
		5.02.09 Education Technology	
August 14 <sup>th</sup> 1:00 – 3:30 2 ½ hours	Waldron High School	Shelley Daud	Suicide Prevention
		5.02.14 Student Health & Wellness	

**District Requirements 18 hours (Required)**

Date(s)	Location	Presenter(s)	Title and Description
2012 – 13 Dates as Identified on the District Calendar 18 hours	Building Level	To be announced	Imbedded Professional Development - Professional Learning Communities (PLC)
		Multiple Areas – Must be included on the PLC protocol.	

Individual and Team Choice – You will need at least 4 hours. You may choose from the list below or other PD opportunities outside the district. **MUST BE APPROVED BY BUILDING PRINCIPAL.**  
**Delete PD opportunities that you are not participating in and add PD that you are planning to attend.**

Data and Rationale:

Date(s)	Location	Presenter(s)	Title and Description
August 6 9:00 – 3:00 5 hours	Waldron Elementary School	Tony Quain	CCSS as Related to the IEP
		5.02.06 Standards, Frameworks & Curriculum Alignment	
August 6 – 8 M & T 8:30 – 3:30 W 8:30 – 11:30 15 hours	Waldron Elementary School	Sherri Wright	Cognitive Guided Instruction
		5.02.02 Instructional Strategies	
August 8 <sup>th</sup> 12:30 – 3:30 3 hours	Waldron Elementary School	Jennifer Hampton	DIBELS
		5.02.03 Assessment	
August 2 <sup>nd</sup> 8:30 – 3:30 6 hours	Central Office Training Room	Arkansas Leadership Academy	Professional Learning Community (PLC) Training  **Lunch will be served during this session.
		5.02.05 Systemic Change Process	
August 9 <sup>th</sup> 8 am – 12 4 hours	High School	Monica Daggs	CPR /First Aid/AED Maximum Class Size – 22 people (Coaches will have a day of training specified by the Athletic Director. August 9 <sup>th</sup> – 1 – 5 pm)
		5.02.14 Student Health & Wellness	
August 2 <sup>nd</sup>  8:00 – 3:00	High School	Apple Representative	Apple Technology Training Start iOS
		5.02.09 Education Technology	
August 3 <sup>rd</sup>  8:00 – 3:00	High School	Apple Representative	Apple Technology Training Challenge Based Learning iOS
		5.02.09 Education Technology	
August 9 <sup>th</sup> 1 – 3 pm  2 hours	Central Office Training Room	Joy Carmean Arkansas DCFS	Child Maltreatment Training – <b><i>Required for Teachers:</i></b> <b><i>Within 12 months of initial licensure and</i></b> <b><i>within 12 months of any subsequent</i></b> <b><i>renewal of a license.</i></b>
		5.02.14 Student Health & Wellness	

**This form is due to your building administrator by May 24<sup>th</sup>. Your individual and team choices must be approved by your building administrator as part of your end of the year checkout procedure. Please keep a copy for your records. Your signature indicates that you are committed to attending the sessions listed above.**



Approved by \_\_\_\_\_

Date \_\_\_\_\_

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## Technology Break-Out Sessions

August 13<sup>th</sup>

Each session is 3 hours. Teachers may choose any of the sessions offered below except the iPad sessions offered at High School.

<b>Teacher Name:</b>			
Session	Presenter	Location	<b>Please Circle One AM Session &amp; One PM Session</b>
Promethean Technology	Alisha Moad	Elementary	AM                      PM
Online Research/Making Movies in the Classroom	Darla Jeffery & Traci Adams	Elementary Library	AM                      PM
Differentiating Instruction using Technology	Teresa Holleman	Elementary	AM                      PM
District Technology Application	Mike Galinato	High School Commons	AM                      PM
iPads in the Classroom (HS Faculty Only) August 2 <sup>nd</sup> & 3 <sup>rd</sup>	Apple Representative <small>Tentative schedule depending on availability of the presenter.</small>	High School Library	All Day
Accessing TLI Website to Collect Data to Improve Student Achievement	Cindy Franklin	Middle School	AM                      PM
Starboard Interactive Student Technology/ Using Laptops to Enhance Instruction	Judi Napeir & Toni Dozier	Middle School	AM                      PM