

South Conway County School District

To Love, To Serve, To Care. In this spirit, the South Conway County School District is committed to
maximizing the safety, learning, and achievement of every scholar, every day.

100 Baramore Street
Morrilton, Arkansas 72110

▪ Phone: 501.354.9400
▪ Fax: 501.354.9464

SOUTH CONWAY COUNTY SCHOOL DISTRICT

CONTINUING EDUCATION PLAN

- A. The South Conway County School District Continuing Education Plan addresses the Arkansas Department of Education Rules Governing Professional Development. The State Board of Education (SBE) enacts these Rules pursuant to its authority as set forth in Ark. Code Ann. §§ 6-10-122, 6-10-123, 6-11-105, 6-15-1004, 6-15-1703, 6-17-701 et seq., 6-20-2204, 6-20-2305, 6-61-133, and 25-15-201 et seq., and Act 969 of 2013.
- B. The 60-hours professional development requirement for the South Conway County School District must be fulfilled between June 1 and May 31.
- C. The sixty (60) hours of required professional development shall include:

1.) Child Maltreatment Mandated Reporter –

In the 2013-2014 school year and every fourth year thereafter, all educators shall obtain two (2) hours of professional development in:

- a.) Recognizing the signs and symptoms of child maltreatment;
- b.) The legal requirements of the Child Maltreatment Act, Ark. Code Ann. § 12-18-101 et seq., and the duties of mandated reporters under the Act;
- c.) Methods for managing disclosures regarding child victims; and
- d.) Methods for connecting a victim of child maltreatment to appropriate in-school services and other agencies, programs, and services needed to provide the child with the emotional and educational support the child needs to continue to be successful in school.

The child maltreatment professional development required under this section shall be based on curriculum approved by the Arkansas Child Abuse/Rape/Domestic Violence Commission and may be obtained in-person or online.

2.) Parent Involvement –

In the 2014-2015 school year and every fourth school year thereafter, each teacher shall be required to have two (2) hours of professional development designed to enhance understanding of effective parent involvement strategies.

In the 2014-2015 school year and every fourth school year thereafter, each administrator shall be required to have two (2) hours of professional development designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parent participation.

3.) Teen Suicide Awareness and Prevention—

In the 2015-2016 school year and every fourth school year thereafter, all educators shall obtain two (2) hours of professional development in teen suicide awareness and prevention.

The required professional development under this section may be accomplished by self-review of suitable suicide prevention materials approved by ADE.

4.) Arkansas History—

In the 2016-2017 school year and every fourth school year thereafter, each teacher who provides instruction in Arkansas history shall obtain two (2) hours of professional development in Arkansas history.

D. The sixty (60) hours of required professional development may include:

1. College Courses - Pursuant to Act 1183 of 2005 a three-hour undergraduate or graduate-level college credit course from an accredited college or university counts as fifteen (15) hours of professional development, if the college credit:

- a. Is related to and enhances the teacher's knowledge of the subject area in which the teacher is currently teaching and is related to the teacher's professional growth plan
- b. Is part of the requirement for the teacher to obtain additional certification in a subject matter that has been designated by the ADE as having a critical shortage of teachers
- c. Is otherwise approved by the ADE as a graduate level course eligible for professional development credit.
- d. No more than half of the required 60-hours of professional development time may be met through college credit hours
- e. Graduate level courses in educational leadership are eligible for professional development credit based on approval by the ADE. The focus of the course must specifically relate to the job assignment as approved by the district

2. Advanced Placement - Pursuant to Act 2131 of 2005, each hour of approved training received by licensed personnel related to teaching an advanced placement class for a subject covered by the College Board and Educational

Testing Service shall count as professional development up to a maximum of thirty (30) hours annually.

3. Tier I Training - The superintendent and person whose job responsibilities include preparing the budget or overall accounting responsibility shall attend the initial (12 hours) and annual Tier II (4 hours) each subsequent year to maintain basic proficiency in, but not limited to the following:

- a. School Laws of Arkansas
- b. Laws and rules governing the expenditure of public education funds, fiscal accountability, and school finance
- c. Ethics
- d. Financial accounting and reporting of schools, school districts, open-enrollment charter schools, and education service cooperative expenditures

4. Tier II training shall include, but not limited to, employees who do not make decisions about selecting codes or who have a limited number of codes they can use. Tier II training shall be annual and shall be four (4) hours. The South Conway County School District shall be responsible for providing Tier II training to employees that do not make decisions about selecting codes or have a limited number of codes to use. School district trainers are required to attend Tier I training and annual updates as required by the ADE.

- E. Approved professional development activities, which occur during the instructional day or outside the employee's annual contract days may apply toward the 60-hour minimum professional development requirement.
- F. Licensed employees in positions not directly related to instructional activities shall be responsible for completing sixty (60) hours of professional development each year. However, the focus of their professional development may be prorated among those areas specifically related to their job assignment as approved by the district.
- G. Any employee who misses any part of regularly scheduled professional development activities for any reason (such as sickness) must make up that time in other approved professional development activities so that the 60 required hours of professional development are earned during the approved timeframe.
- H. Pursuant to Act 1309 of 2009 if the educator is absent because of illness of the educator or the educator's immediate family, the educator shall be allowed to make up the hours missed during the remainder of the current school year or succeeding school year. The educator may earn the professional development hours through Arkansas IDEAS, on-line professional development.

- I. Any licensed person who provides approved professional development may count two (2) hours professional development credit for each one (1) hour of time spent in presenting professional development content.
- J. Beginning in the 2005-2006 school year, sixty (60) approved professional development hours annually will be required to renew a teacher or administrator license in order to maintain a valid teaching license. Of the sixty (60) hours of professional development required by law or by contract annually for an educator employed with the school district, thirty-six (36) of the hours shall be credited toward renewal of the educator's license.

The thirty-six (36) professional development hours under this section shall include, at a minimum: The professional development required in the educator's professional growth plan under the requirements of TESS or LEADS; and Professional development required by law or by rule.

- K. Beginning in the 2005-2006 school year, those teachers who have not maintained a teaching license but who wish to renew their license shall be required to meet the conditions of the Rules Governing the Requirements and Procedures for Renewing a Standard Arkansas Teaching License.
- L. Adult Education - Pursuant to Act 2007 of 2005 licensed personnel working solely part time in one of the following settings shall be required to obtain thirty (30) hours of professional development:
 - a. Adult basic education
 - b. General adult education
 - c. English as a second language for adults
 - d. General Educational Development Test examiners
- M. Beginning in the 2005-2006 school year, thirty (30) approved professional development hours annually will be required to renew a teacher license for those licensed personnel working solely part-time.
- N. Beginning with the 2005-2006 school year, a teacher meeting the criteria of Section 4.12 of the *Arkansas Department of Education Professional Development Rules* who has not maintained a current teaching license but who wishes to renew his or her license shall be required to meet the conditions of the Rules Governing the Requirements and Procedures for Renewing a Standard Arkansas Teaching License.

- O. 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:

1. Context Standards - Requires skillful school and school district leaders who guide continuous instructional improvement; Organizes educators into learning communities whose goals are aligned with those of the school and school district; and requires resources to support educator learning and collaboration
2. Process Standards - Uses disaggregated student data to determine educator learning priorities, monitors progress, and help sustain continuous improvements; Uses multiple sources of information to guide educator improvement and demonstrate its impact; Prepares educators to apply research to decision making; Uses learning strategies appropriate to the intended goal; Applies knowledge about human learning and change; and Provides educators with the knowledge and skills to collaborate
3. Content Standards - Prepares educators to understand and appreciate all students, create safe, orderly and supportive learning environments and hold high expectations for their academic achievement; 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; and Provides educators with knowledge and skill to involve families and other stakeholders appropriately

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

1. Advocacy and Leadership/Fiscal management
2. Content (K-12)
3. Instructional strategies
4. Assessment/Data-driven decision-making
5. Systemic change process
6. Standards, frameworks, and curriculum alignment
7. Supervision
8. Mentoring/Peer coaching
9. Education technology/Next generation learning/integrated technology
10. Principles of learning/developmental stages/diverse learners
11. Cognitive research
12. Parent involvement/Academic planning and scholarship
13. Collaborative learning community
14. Student health and wellness, which may include but not limited to: antibullying policies, and/or appropriate training for anticipated rescuers in the use of automated external defibrillator, or cardiopulmonary resuscitation.
15. The Code of Ethics for Arkansas Educators

Q. All approved professional development, whether designed for the individual, school or district, shall be based on the improvement of student achievement on State assessments and increasing student achievement and academic performance.

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

1. Conferences/workshops/institutes
2. Mentoring/peer coaching
3. Study groups/learning teams
4. National Board for Professional Teaching Standards Certification
5. Distance learning/on-line opportunities, to include ArkansasIDEAS
6. Internships
7. State/district/school programs
8. College/university course work
9. Action research; or Individually-guided as noted in the individual professional development plan

S. Pursuant to Act 1185 of 2005 and Act 1309 of 2009 an individual **may** be entitled to up to twelve (12) hours of professional development credit approved by the district/school which **may** be applied toward the sixty (60) hour professional development requirement for that time period at the beginning of each school year which is used to plan and prepare curriculum or develop other instructional material provided:

1. The time is spent in his/her instructional classroom, office or media center at the public school
2. The time is prior to the student teacher interaction day of the school year
3. The time is spent in the focus areas listed in Section P of this plan, and may include but are not limited to the following:
 - a. Grade level and/or vertical team planning to integrate subject areas
 - b. Team work to analyze student data
 - c. Team work to develop academic improvement plans (AIP) or individual educational programs (IEP)
 - d. Developing assessments for learning (formative assessments)
 - e. Professional book studies
 - f. Developing student-centered units tied to the State academic standards and student learning expectations
 - g. Developing intervention strategies to support remediation and/or acceleration;
 - h. Developing and/or revising the Arkansas Comprehensive School Improvement Plan (ACSIP)
 - i. Developing and/or revising curricula maps, pacing guides, and/or assessments aligned to State curriculum frameworks
 - j. Pursuing study as noted in individual professional development plan and Arkansas IDEAS, on-line professional development, related to ACSIP or the educator's professional growth plan

An educator who obtains professional development from ArkansasIDEAS for the purpose of this subsection may also use ArkansasIDEAS to obtain other professional development.

- T. No professional development credit shall be given for activities unless those activities meet the criteria and standard requirements set out in Section P of this plan. Specific activities which do not qualify include but are not limited to:
1. Making and putting up bulletin boards
 2. Clerical work associated with documents such as ACSIP, AIP and IEPs; and
 3. Administrative faculty or team administrative meetings.
 4. Certified public school personnel who meet the requirements of Sections 5.02 and 5.05 of these Rules shall be entitled to earn one (1) hour of professional development for each hour of approved preparation, not to exceed twelve (12) hours.
- U. Pursuant to Act 1238 of 2005 there is created the Arkansas Online Professional Development Initiative. Requirement for the initiative include:
1. All professional development delivered by technology shall be aligned to the required focus areas listed in Section P of this plan.
 2. The ADE shall determine the content and approve all professional development delivered through the Arkansas On-line Professional Development Initiative that counts toward the required sixty (60) hours
 3. The ADE shall select courses/products, which are research-based and are available from sources, with expertise in technology delivered professional development courses
 4. Courses shall align with the Southern Regional Education Board Multi-State Online Professional Development Standards
 5. Online professional development courses shall include online registration, course evaluation, and attendance and completion documents
- V. Professional Development Plan - All school districts, schools and certified personnel shall develop and implement a professional development plan.
1. The district and school plan shall be included in the ACSIP
 2. Individual plans (Licensed personnel) shall support the district and/or school plans
 3. Teachers, administrators, and classified school employees shall be involved in the design, implementation and evaluation of their respective professional development offerings under the plan. The ACSIP will include an assurance statement that each educator in the school/district shall have an individual professional development plan

that has been developed in cooperation and collaboration with the educator and the school and/or district consistent with the Teacher Effectiveness and Support System.

An educator may count toward the annual minimum professional development required under these rules each hour of training included in the professional development plan that is mandated by law or by rule, including without limitation in the following areas:

School Fire Marshal Program under A.C.A. § 6-10-110;
Tornado safety under A.C.A. § 6-10-121;
Literacy assessment and/or mathematics assessment under A.C.A. § 6-15-420;
Test security and confidentiality under A.C.A. § 6-15-438;
Emergency plans for terrorist attacks under A.C.A. § 6-15-1302;
Anti-bullying policies under A.C.A. § 6-18-514;
Teacher Excellence and Support System under A.C.A. § 6-17-2804;
Student discipline training under A.C.A. § 6-18-502;
Student Services Program under A.C.A. § 6-18-1004;
Training required by ADE under academic, fiscal,
and facilities distress laws and rules; and
Annual active shooter drills under Act 484 of 2013.

W. Beginning with the 2006-2007 school year, the ADE may require specific professional development programs for the district or the school designated in school improvement or academic distress. These requirements may become part of the district or school improvement plan.

X. Athletic Coaches

At least once every three (3) years, each person employed as an athletic coach shall obtain training in recognition and management of the following events or conditions that may be encountered by a student during athletic training and physical activities:

A concussion, dehydration, or other health emergency;
An environmental issue that threatens the health or safety of students; and
A communicable disease.

The training may include a component on best practices for a coach to educate parents of students involved in athletics on sports safety.

In order to receive professional development credit, the district or licensed school personnel shall participate in, complete, and pass the assessment for the professional development requirements in the district or school improvement plan.

- Y. Beginning with the 2006-2007 school year, all professional development programs must be approved by the Arkansas Department of Education in order to receive credit toward the 60-hour requirement.

At least thirty (30) days before a program is offered to teachers and/or administrators, the professional development provider shall provide a detailed description of the entire program including staff qualifications to the ADE.

The ADE shall promptly review the content of the program for compliance with all applicable statutes and department rules to determine if any or all of the program content shall be deemed to provide professional development credit and shall establish the time period the professional development provider is approved to offer the program.

Upon notification by the ADE of approval of the program (or a part or parts thereof) for professional development credit, the professional development provider may enroll participants in the program and offer the program for professional development credit for the set time period.

The program provider shall be responsible for the preparation and dissemination of proof of completion of the program (or parts thereof) to all attendees. All such proofs, or copies thereof, shall be submitted by the attendees who are employed by an Arkansas school district to the superintendent of the district.

The South Conway County School District shall maintain all documents for its employees which reflect completion of professional development programs, whether such programs were provided by an outside organization or by the district itself.

The South Conway County School District shall report the amount of all professional development programs completed by its employees to the ADE at the time and in the manner specified by the ADE.

- Z. The South Conway County School District's continuing education plan shall be included in the ACSIP and shall be reviewed annually by the school/district and the ADE. The ACSIP will include an assurance statement that each faculty/administrator in the school/district shall have an individual continuing education plan that has been developed in cooperation and collaboration with the employee and the school and/or district. These individual plans shall include:

1. Professional development sessions (2 hours each), outlined in section C for the years 2013-2014, 2014-2015, 2015-2016, and 2016-2017.

2. Up to twelve (12) hours may be selected at the discretion of the employee with the approval of the district in keeping with the identified needs of student data as defined in the ACSIP plan or the employees' individual continuing education plan .

AA. During the 2014-2015 school year, the South Conway County School District will offer ten required continuing education. The plan shall, in part, align district resources to address the continuing education activities identified in each school's ACSIP. The ACSIP shall describe how the district's funds will be used to address deficiencies in student performance and any identified academic achievement gaps between groups of students. The South Conway County School District shall evaluate the professional development activities' effectiveness in improving student performance and closing achievement gaps.

The 2014-2015 school calendar reflects the days scheduled for continuing education. Five of the ten days are school approved continuing education days completed during the summer. One of the ten days is embedded in the school year (February 16, 2015). Four of the ten days are offered at the Back-to-School Continuing Education Conference (August 11-14, 2014).

Beginning with the 2014-2015 school year, all newly hired teachers and building administrators must complete the required trainings for TESS (Teacher Excellence and Support System), unless documentation of prior completion is provided. Teachers will complete a 3-hour face-to-face training and then complete the TESS modules provided by ArkansasIDEAS. Likewise, newly hired building administrators must successfully complete training to become a certified evaluator by passing the *Framework for Teaching Proficiency Test* through teachscape.