

## PROFESSIONAL DEVELOPMENT

The Board of Education of the Fayetteville Public Schools believes schools are learning communities where teachers and students are continually engaged in inquiry and stimulating discourse. Faculty and staff are respected professionals, who are valued for their knowledge and pedagogical skill. They come together with a common vision of teaching and learning, which is grounded in scientific research and which blends expertise and resources, to provide equitable learning opportunities and meet the needs of diverse student populations. To that end, the Board believes that initial preparation is only the first phase in becoming and remaining a professional staff member and therefore requires certified staff members to follow a systematic program of continuing education.

In addition to fulfilling state mandates, (located on the following website [http://arkansased.org/rules/pdf/current/ade207\\_professional\\_development.pdf](http://arkansased.org/rules/pdf/current/ade207_professional_development.pdf)) the Board also believes that, to be effective, the program should be driven by individual professional development (PD) needs, building ASCIP, district improvement plans, and the Strategic Plan of the Fayetteville Public Schools. The Board considers professional development an integral part of the school district's program and intends to budget funds accordingly.

### 1. Requirements & Responsibilities - District and Building

#### a) Activities Provided for Professional Development Hour Requirement

In accordance with state law, the Fayetteville School District will provide a minimum of 60 hours of professional development activities within the regular school calendar based on local educational needs and state educational goals. In addition, the district will provide other PD opportunities outside of school contract hours. If the state mandates new requirements or regulations which are more stringent than local policies, the state-mandated change will go into effect.

#### b) Staff Member's Individual Professional Development Record

The district will maintain a copy of the individual record of each staff member's completed professional development activities. The professional development record will be monitored by the appropriate supervising personnel.

#### c) District Professional Development Steering Committee

The District Professional Development Steering Committee (DPDSC) 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. The District Professional Development Steering Committee has the responsibility of assisting the Professional Development Coordinator in coordinating and evaluating the district's professional development program. Minutes of monthly meetings will be made available on the district professional development website. Committee members will be listed on the professional development website.

### Membership and selection processes:

Members	Selection
Central Office Administrator(s) (responsible for curriculum)	Membership by position
Professional Development Coordinator	Membership by position
Teacher Representative from Each School	Building PDC Chair
Special Services Representatives from Psych. Exam, Spec. Ed teacher, Speech Therapists, OT, PT, Hearing Impaired, Visually Impaired, G/T, ESL: 1 secondary and 1 elementary	Elected by the Specialty Group
Special Assignment Representatives from counselors and librarians: 1 of each	Elected by counselor/librarian group
Principal Representatives: 1 secondary and 1 elementary	Selected by principals

#### d) Building-Based Professional Development Committees

- 1) The building Professional Development Committee (PDC) shall coordinate and evaluate the building-based professional development program, as well as individual requests for staff development to ensure that requests meet the standard of "improving student academic performance."
- 2) Building PD committees shall be comprised of the principal and at least 4 members elected by the faculty by September 1 annually. The committee will elect the chair or co-chairs.
- 3) The chair will serve as the building's representative on the District Professional Development Steering Committee.

## 2. Requirements & Responsibilities – Individual

**a) Professional Development Record:** It will be the responsibility of each certified staff member to report and document all professional development activities. Each certified staff member will complete at least 60 clock hours of professional development annually as required by state law. The following are state mandated hours:

- Technology: 6 hours in the area of educational technology
- Parental Involvement: 2 hours for teachers; 3 hours for administrators
- Arkansas History: 2 hours for those whose teaching assignment includes Arkansas History
- Preparation of a Curriculum and Instructional Materials: up to 12 hours of professional development credit may be earned for the time required at the beginning of each school year to plan and prepare a curriculum and other instructional materials for their assigned classes. The district will designate two six-hour days prior to the first student day for curriculum and materials development in the classroom, office, or media center at the school.

- **Administrators** are required to receive at least three (3) 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. Each administrator's professional development is required to also include six (6) hours annually of technology and training in data disaggregation, instructional leadership and fiscal management.

**b) Timeline:** Certified staff may get credit for professional development activities beginning June 1 of each contract year and must complete the required 60 hours by May 31 of that school year.

**c) Student Contact Days:** Certified employees may count toward the 60 required hours up to 18 hours of professional development attended during student-contact days, provided the hours have met the goal of improving student academic performance.

(E.g., The Arkansas Education Association annual convention's professional development sessions may be counted toward fulfillment of those 18 hours allowable during student-contact days as long as the hours meet the goal of improving student academic performance. If a teacher chooses to attend AEA professional development convention, the district should make every effort to facilitate the teacher's attendance.)

**d) Presenter hours:** Certified staff who teach courses or workshops inside or outside of the District which are related to the goal of improving student academic performance may count such courses towards the fulfillment of the 60-hour professional development requirement at the rate of two hours of credit for each hour of the presentation, or actual presentation time if a stipend is paid.

**e) Swap Days:** Certified staff who attend Professional Development sessions outside of their contracted time may substitute up to 12 of those hours to replace two designated PD Swap Days. *The District Calendar Committee* will designate annually the two days which will be district-wide Swap Days.

- Request for *summer professional development* which is intended to be used for Swap Days must be submitted to the building principal by the first Friday in May; the staff member will be notified by the third Friday in May regarding approval or denial of the request. Under special circumstances, principals may use discretion in approval of summer requests not submitted by the May deadline.
- Application for Swap Day credit after the beginning of the school year must be submitted at least two weeks prior to the date of the session and approved by the building principal prior to the professional development activity.
- All requests must be pre-approved.

Certified staff may use the swap time provided that the PD meets the following requirements:

- Requests are aligned with state requirements, the guidelines stated in this policy, and individual professional development plans.
- The focus of the PD is improvement of student academic performance.

- Requests have been pre-approved by the building’s Principal in consultation with the building professional development committee (exception: principal consultation with building professional development committee will not take place during summer non-contracted time)
- Federal monies have not been used to provide the professional development.
- A stipend was not received for attending or presenting.

**f) Contract / Licensure:** Certified staff are required to attend professional development sessions on district in-service days in order to fulfill contractual obligations. Certified staff who miss 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 required in section 2 (b) of this policy. The provisions set forth in the Arkansas Department of Education Rules Governing Professional Development (4.10) are required to maintain and renew a valid teaching license. Failure to meet these requirements may result in non-renewal of a teaching license.

### 3. Allowable Professional Development Hours

**a) Professional development activities may include, but are not limited to the following:**

Conferences	Workshops
Institutes	Mentoring
Peer coaching	Study groups
Individual learning	Distance learning
Internships	District/school programs
Approved college/university course work	Preparing and monitoring district wide curriculum
Planning and preparation of curriculum and instructional materials for individual teacher’s classroom	Action research for writing and publication of books and articles in professional journals
National Board for Professional Teaching Standards Certification	

**b) Guidelines for Learning Teams, Study Groups, Independent Studies, and Action Research:** The following criteria must be met to receive PD credit for learning teams, study groups, independent studies, and action research:

- Must have building principal approval.
- Must study or research a topic relating to individual, school or district improvement goals or improvement of student academic performance.
- Must present impact or potential impact on student performance to the principal.
- Must submit district provided forms for any of these activities.

**c) Guidelines for College Courses:** 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 is related to and enhances the teacher's knowledge of the subject area in which the teacher is currently teaching or is a part of the requirement for the teacher to obtain additional certification in a subject matter that has been designated by the Arkansas Department of Education as having a critical shortage of teachers. A maximum of thirty (30) PD hours for college courses is allowed annually.

**d) Guidelines for Advanced Placement/International Baccalaureate Workshops:** Teachers required by the superintendent, building principal, or their designee to take approved training related to teaching an Advanced Placement/ International Baccalaureate class for a subject approved by the Arkansas Department of Education College Board and Educational Testing Service, may receive up to thirty (30) hours of PD credit annually.

**e) Salary Credit:** Professional development hours earned above the required sixty (60) may be submitted for salary credit in a concentrated area. Fifteen clock hours of approved professional development is equal to one salary credit. Salary credit cannot be received if a stipend has been paid. The completed salary credit form (Form 4131- ESD) and appropriate documentation must have Principal approval and then be submitted to Human Resources prior to August 31. Documentation of credit received after this date will be applied to the next school year.

Legal References: Arkansas State Board of Education: Standards of Accreditation 15.04  
ADE Rules Governing the ACTAAP and the Academic Distress Program 5.0-5.07.1  
A.C.A 6-15-404(f)(2)  
A.C.A 6-17-704  
A.C.A 6-15-1703  
A.C.A 6-20-2303(17)

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