

CODE: _____ GCL

DATE APPROVED: 6-12-84

DATE REVISED: 1-8-08

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POLICY NAME: STAFF DEVELOPMENT INSTITUTE

I. Philosophy

- A. The Board of Education of the Springdale Public Schools believes that initial preparation is only the first phase of becoming and remaining a professional staff member and, therefore, requires certified staff members to follow a systematic program of continuing education to maintain, develop, and extend their skills.
- B. The Board also believes that the program should include activities designed to meet the staff members' individual needs and to promote the overall goals and objectives of the school system.
- C. The Board further agrees to consider staff development an integral part of the school district's total program and to budget funds accordingly.

II. Activities

SDI credit may be earned by participating in the following types of professional growth activities.

- A. In-district workshops.
- B. University/college course.
- C. Arkansas State Department of Education courses/workshops.
- D. The Program of Effective Teaching.
- E. Post-secondary institution courses (other than college and universities).
- F. Northwest Arkansas Education Service Center workshops.
- G. Additional professional workshops. These may be local, area, state, or national activities that promote professional growth as their primary objective.

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H. Curriculum development (i.e. – Economic Ed. Projects).

Curriculum work can be done by an established committee or by individually developed projects. All curriculum writing once approved will be done under the supervision of the Assistant Superintendent for Instruction.

*SDI credit cannot be awarded for participation in other activities that are normally required for the position, such as faculty meetings, textbook caravans, reviews of teaching materials, etc.

*Also, SDI credit cannot be awarded for participation in the following types of activities: Tours/trips; viewing exhibits; registration; meal and refreshment breaks; business meetings, etc.

III. SDI Credit

Earned SDI credits will apply toward educational lanes on the salary schedule. The following guidelines shall be followed to determine eligibility for credit:

- A. SDI credits may accumulate to a sufficient amount to allow a horizontal advancement on the salary schedule between degree levels. SDI credits will not be allowed to supersede or circumvent a degree level, nor be counted for advancement to a second successive non-degree level. Advancement to a second successive non-degree level would require a minimum of fifteen (15) hours of college/university credit beyond any other type of SDI credit applied to the first non-degree level.
- B. SDI credit for post-secondary and higher education courses will be equal to the number of transcript hours of credit awarded by the appropriate institution.
- C. Three SDI credits may be earned for completion of training in the Program for Effective Teaching (PET). Partial credit for partial completion will not be considered. To receive SDI credit, this training must have occurred when the employee was officially employed by Springdale schools.

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- D. For SDI courses/workshops and other staff development activities, fifteen (15) hours of direct instructional contact time will equal one staff development credit.
- E. A maximum of three (3) SDI credits can be received for participation in activities, projects, etc., that involve an excess of 45 clock hours unless there is a transcript, report card, letter, or some other official document that indicates an excess of three (3) college credits were earned and had been accepted by an accredited college or university.
- F. Certified employees of the district who serve as instructors of workshops will receive double credits. Credit will be 1.5 times the amount given to participants if there is more than one instructor. An instructor will not receive SDI credit for presenting a workshop if a fee was given to the instructor for the same presentation.
- G. New employees may receive SDI credit in special circumstances for activities they participated in prior to their first working day in the district. The employee should get prior approval from their principal/supervisor to participate in these activities.
- H. Curriculum Development:

Curriculum development credit may be earned in one of the following ways:
 - 1. Clock hours equivalency – may be applied when the Assistant Superintendent for Instruction can establish a structure to be developed to monitor the exact amount of time spent on the project. This method will primarily apply to committee curriculum work. Fifteen (15) hours of supervised curriculum work will equal one (1) SDI credit.
 - 2. Project equivalency – may be applied when independently developed projects cannot be monitored adequately to determine clock hours equivalency.

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Credit may not exceed three (3) SDI credits per project. This does not imply that all projects will qualify for three (3) credits. The Assistant Superintendent for Instruction may determine potential SDI credit for the project, but will make a recommendation for 1-3 SDI credits to the Superintendent based on a completed project.

- I. SDI credit is awarded to individuals who participate in professional growth activities that require a commitment above and beyond the time and effort they must devote to fulfilling the duties and responsibilities of their assigned position in the district. Therefore, teachers may receive credit as specified in item "F" for presentations that they voluntarily make in-district even if the work session was required for other staff members.
 - J. To receive SDI credit for any professional growth activity, the employee must make proper application, which shall include verification of participation and rationale for how the activity will promote professional growth. This application must be submitted within one calendar year from the completion date of the activity. Applications submitted later than one year after completion of the activity will not be eligible for SDI credit.
 - K. SDI credit cannot be awarded to participants who receive a stipend for attending the activity. This restriction will not apply to college/university courses, local PET sessions, and activities that occur at a period of time other than when the participant is under contractual obligations to the district.
- IV. Professional Development Requirements:
- A. All certified employees of public schools shall complete 60 required approved hours of professional development each year. An 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 are earned by each certified employee of the school district during the school year.

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- B. The 60-hour professional development requirement must be fulfilled between June 1 and May 31 of each school year.
- C. Principals will monitor and document each employee's compliance with this requirement.

[Arkansas Code Annotated: 6-17-704 and 6-15-201
Arkansas Acts: 1185 of 2005, 2095 of 2005, 2318 of 2005, 2007 of 2005,
and 2131 of 2005.
ADE Rules and Regulations, July 13, 2000]