Helena-West Helena School District

Mission Statement:

The mission of the Helena-West Helena School District is to produce graduates who are fully prepared for life after school as productive, responsible and caring citizens.

Professional Development and Management Plan

2016-2017

Table of Contents

Arkansas Department of Education

Rules Governing Professional Development

*[Click Here](#) *

6.0 Scheduled Professional Development

Arkansas Department Education Required Five Year Plan

HWHSD

Five-Year Professional Development Plan

School Board Members

Professional Development	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Items listed or required by the Legislative Joint Auditing Committee under § 6-1-101 as well as other financial laws or regulations designated by the ADE; role differentiation; financial management, improving student achievement.	School Board Members Six (6) hours every calendar year Newly elected board members must achieve nine (9) hours of training within the first fifteen (15) months of their initial election	School Board Members Six (6) hours every calendar year Newly elected board members must achieve nine (9) hours of training within the first fifteen (15) months of their initial election	School Board Members Six (6) hours every calendar year Newly elected board members must achieve nine (9) hours of training within the first fifteen (15) months of their initial election	School Board Members Six (6) hours every calendar year Newly elected board members must achieve nine (9) hours of training within the first fifteen (15) months of their initial election	School Board Members Six(6) hours every calendar year Newly elected board members must achieve nine(9) hours of training within the first fifteen(15) months of their initial election

Superintendent

Professional Development	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Superintendent Mentoring (completed within the 12 months of obtaining and maintaining employment as a superintendent	1st year Superintendents as applicable No hours established	1st year Superintendents as applicable No hours established	1st year Superintendents as applicable No hours established	1st year Superintendents as applicable No hours established	1st year Superintendents as applicable No hours established

Fiscal Management Tier 1 Initial (12 hours) Tier 2 Annual (4 hours)	Superintendent and person whose job responsibilities include preparing the budget or overall accounting responsibility, as applicable Four (4) hours annually after initial twelve (Tier 2) (12) Hour training (Tier 1)	Superintendent and person whose job responsibilities include preparing the budget or overall accounting responsibility, as applicable Four (4) hours annually after initial twelve (Tier 2) (12) Hour training (Tier 1)	Superintendent and person whose job responsibilities include preparing the budget or overall accounting responsibility, as applicable Four (4) hours annually after initial twelve (Tier 2) (12) Hour training (Tier 1)	Superintendent and person whose job responsibilities include preparing the budget or overall accounting responsibility, as applicable Four (4) hours annually after initial twelve (Tier 2) (12) Hour training (Tier 1)	Superintendent and person whose job responsibilities include preparing the budget or overall accounting responsibility, as applicable Four(4) hours annually after initial twelve (Tier 2) (12) hour training (Tier 1)
Training necessary to implement Teacher Excellence and Support System (TESS) & Leadership Excellence and Development System (LEADS)	1st year novice superintendents only 3 hour face to face law & process training	1st year novice superintendents only 3 hour face to face law & process training	1st year novice superintendents only 3 hour face to face law & process training	1st year novice superintendents only 3 hour face to face law & process training	1st year novice superintendents only 3 hour face to face law & process training

5

Administrators

Professional Development	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Data Disaggregation	Administrators No hours established	Administrators No hours established	Administrators No hours established	Administrators No hours established	Administrators No hours established
Instructional Leadership	Administrators No hours established	Administrators No hours established	Administrators No hours established	Administrators No hours established	Administrators No hours established
Fiscal Management	Tier II training Administrators and other district employees who use financial codes Four (4) hours annually	Tier II training Administrators and other district employees who use financial codes Four (4) hours annually	Tier II training Administrators and other district employees who use financial codes Four (4) hours annually	Tier II training Administrators and other district employees who use financial codes Four (4) hours annually	Tier II training Administrators and other district employees who use financial code Four (4) hours annually
Training to implement Teacher Evaluation Professional Development Program (TESS) & Arkansas Leadership Excellence and Development System (LEADS)	New Administrators, out of state administrators, and administrators returning to the work force - Three (3) hours on TESS Law and Process (face to face)	New Administrators, out of state administrators, and administrators returning to the work force - Three (3) hours on TESS Law and Process (face to face)	New Administrators, out of state administrators, and administrators returning to the work force - Three (3) hours on TESS Law and Process (face to face)	New Administrators, out of state administrators, and administrators returning to the work force - Three (3) hours on TESS Law and Process (face to face)	New Administrators ,out of state administrators, and administrators returning to the work force -Three(3) hours on TESS Law and Process (face to face) -Teachscape Focus for

	- Teachscape FOCUS for Administrators Training and Credentialing Assessment	- Teachscape FOCUS for Administrators Training and Credentialing Assessment	- Teachscape FOCUS for Administrators Training and Credentialing Assessment	- Teachscape FOCUS for Administrators Training and Credentialing Assessment	Administrators Training and Credentialing Assessment -1 hour online update from ADE (available after June 1, 2015-only required for new administrators.
Bloomboard Training	Out of state administrators, and administrators returning to the work force - No hours established	Out of state administrators, and administrators returning to the work force - No hours established	Out of state administrators, and administrators returning to the work force - No hours established	Out of state administrators, and administrators returning to the work force - No hours established	Out of state Administrators, and administrators returning to the work force -no hours established
Child Maltreatment In the 2013-2014 school year and every fourth year thereafter		Child Maltreatment Two (2) hours based on curriculum approved by the Arkansas Child Abuse/Rape/Domestic Violence Commission and may be obtained in-person or online			
Parent Involvement 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. In the 2014-2015 school year and every fourth school year			All Educators (Difference in training for teachers and administrators) Two (2) hours in 2014-2015 and		

thereafter			every fourth year thereafter		
Teen Suicide Awareness and Prevention, (May be self-review of suitable suicide prevention materials approved by ADE) In the 2015-2016 school year and every fourth school year thereafter			All Educators Two (2) hours in 2015-2016 and every fourth year thereafter		
Dyslexia Awareness • Indicators of dyslexia • The science behind teaching a student who is dyslexic No later than the end of the 2014-2015 school year Any novice administrators, out of state administrators, and administrators returning to the work force in 2015-2016 who did NOT receive this PD in the 2014-2015 school year. No hours est.AR IDEAS					

Teachers and Other HWHSD Personnel (as applicable to licensure requirements, work assignment, ADE Rules, etc.)

Professional Development	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Child Maltreatment (New teachers should have this training before they are issued a license.)		Mandated reporters and licensed personnel			Researching

In the 2013-2014 school year and every fourth year thereafter		Two (2) hours based on curriculum approved by the Arkansas Child Abuse/Rape/Domestic Violence Commission and may be obtained in-person or online			
Parent Involvement Professional development designed to enhance understanding of effective parent involvement strategies. Two (2) hours in 2014-2015 and every fourth year thereafter		All Educators (Difference in training for teachers and administrators) Two (2) hours in 2014-2015 and every fourth year thereafter			
Teen Suicide Awareness and Prevention, (May be self-review of suitable suicide prevention materials approved by ADE) In the 2015-2016 school year and every fourth school year thereafter			Two (2) hours in 2015-2016 and every fourth year thereafter		All Educators Two (2) hours in 2015-2016 and every fourth year thereafter
Dyslexia Awareness • Indicators of dyslexia • The science behind teaching a student who is dyslexic • Novice teachers must take during 1st contracted year No later than the end of the					Any novice teachers, out of state teachers, and teachers returning to the work force in 2015-2016 who did NOT receive this PD in the 2014-2015 school year.

2014-2015 school year					No hours established AR IDEAS AR IDEAS
Arkansas History In the 2016-2017 school year and every fourth school year thereafter	Teachers who provide instruction in Arkansas history Two (2) hours in 2016-2017 and every fourth school year thereafter				
School Safety • Fire Safety (School Fire Marshall Program) • Tornado Safety Emergency Plans for Terrorist Attacks • Annual Active Shooter Drills	All staff Annually No hours established	All staff Annually No hours established	All staff Annually No hours established	All staff Annually No hours established	All staff Annually No hours established
Anti-Bullying and Sexual Harassment	All district employees responsible for reporting or investigating bullying and sexual harassment allegations or complaints Annually No hours established	All district employees responsible for reporting or investigating bullying and sexual harassment allegations or complaints Annually No hours established	All district employees responsible for reporting or investigating bullying and sexual harassment allegations or complaints Annually No hours established	All district employees responsible for reporting or investigating bullying and sexual harassment allegations or complaints Annually No hours established	All district employees responsible for reporting or investigating bullying And sexual harassment allegations or complaints Annually No hours established

The Code of Ethics for Arkansas Educators	All licensed personnel	All licensed personnel	All licensed personnel	All licensed personnel	All licensed personnel
	Annually No hours established	Annually No hours established	Annually No hours established	Annually No hours established	Annually No hours established
Smart Core Curriculum Policy Training	All Staff	All Staff	All Staff	All Staff	All staff
OSR Checklist	No hours established	No hours established	No hours established	No hours established	No hours established
Test Security and Confidentiality	All licensed personnel associated with test administration	All licensed personnel associated with test administration	All licensed personnel associated with test administration	All licensed personnel associated with test administration	All licensed personnel associated with test administration
ACTAAP and Academic Distress Rules	Annually No hours established	Annually No hours established	Annually No hours established	Annually No hours established	Annually No hours established

Teacher Excellence and Support System	New teachers 1 hour online update Out of state teachers, and returning to the work force -1hour online update -3 hour TESS law & Process training (face to face) -Framework for Teaching FOCUS account	New teachers 1 hour online update Out of state teachers, and returning to the work force -1hour online update -3 hour TESS law & Process training (face to face) -Framework for Teaching FOCUS account	New teachers 1 hour online update Out of state teachers, and returning to the work force -1hour online update -3 hour TESS law & Process training (face to face) -Framework for Teaching FOCUS account	New teachers 1 hour online update Out of state teachers, and returning to the work force -1hour online update -3 hour TESS law & Process training (face to face) -Framework for Teaching FOCUS account	New teachers 1 hour online update Out of state teachers, and returning to the work force -1hour online update -3 hour TESS law & Process training (face to face) -Framework for Teaching FOCUS account
Teaching students with intellectual disabilities, including without limitation, Autism Spectrum Disorder Teaching culturally and linguistically diverse students Teaching gifted students	Teachers As needed No hours established	Teachers As needed No hours established	Teachers As needed No hours established	Teachers As needed No hours established	Teachers
HWHSD initiated professional development activities related to the following focus areas: • Content (K-12); • Instructional strategies;	Teachers and Administrators (as appropriate to their work duties)	Teachers and Administrators (as appropriate to their work duties)	Teachers and Administrators (as appropriate to their work duties)	Teachers and Administrators (as appropriate to their work duties)	Teachers and Administrators (as appropriate to their work duties)

- Assessment/data-driven decision making; - Systemic change process; - Standards, frameworks, and curriculum alignment; - Supervision; - Mentoring/peer coaching; - Next generation learning/integrated technology; - Principles of learning/developmental stages/diverse learners; - Cognitive research; - Parent involvement/academic planning and scholarship; - Collaborative learning community; - Student health and wellness	As needed No hours established	As needed No hours established	As needed No hours established	As needed No hours established	
Athletic Coaches Concussion, dehydration, heat emergencies, environmental issues that threaten health and safety of athletes, communicable disease, and; best practices for coach to educate parents on sports safety PD available on AR IDEAS, through AAA, and approved clinics.	Athletic coaches, as applicable At least once every three (3) years. AAA establishes hours, which is the provider of training.	Athletic coaches, as applicable At least once every three (3) years. AAA establishes hours, which is the provider of training.	Athletic coaches, as applicable At least once every three (3) years. AAA establishes hours, which is the provider of training.	Athletic coaches, as applicable At least once every three (3) years. AAA establishes hours, which is the provider of training.	Athletic coaches, as applicable At least once every three(3) years. Hours are established by AAA, which is the provider of training.

13

Advanced Placement Teachers 30 hours of AP training required to teach AP	AP Teachers, as applicable	AP Teachers, as applicable	AP Teachers, as applicable	AP Teachers, as applicable	AP Teachers, as applicable
CTE Teachers CTE HQ Professional Development ACE Rules	All certified CTE and Administrators As needed No hours established	All certified CTE and Administrators As needed No hours established	All certified CTE and Administrators As needed No hours established	All certified CTE and Administrators As needed No hours established	All certified CTE and Administrators As needed No hours established
Administration of Glucagon	Trained Volunteer School Personnel who administer glucagon; must be trained by RN, APN, or Diabetic Nurse Educators No hours established but specific components are established in the rule	Trained Volunteer School Personnel who administer glucagon; must be trained by RN, APN, or Diabetic Nurse Educators No hours established but specific components are established in the rule	Trained Volunteer School Personnel who administer glucagon; must be trained by RN, APN, or Diabetic Nurse Educators No hours established but specific components are established in the rule	Trained Volunteer School Personnel who administer glucagon; must be trained by RN, APN, or Diabetic Nurse Educators No hours established but specific components are established in the rule	Trained Volunteer School Personnel who administer glucagon; must be trained by RN, APN , or Diabetic Nurse Educators No hours established but specific components are established in the rule
Medication Administration Training AR State Board of Nursing Rules	School nurse and school personnel designated to administer medication in the absence of the school nurse	School nurse and school personnel designated to administer medication in the absence of the school nurse No hours established	School nurse and school personnel designated to administer medication in the absence of the school nurse	School nurse and school personnel designated to administer medication in the absence of the school nurse	School nurse and school personnel designated to administer medication in the absence of the school nurse

	No hours established		No hours established	No hours established	No hours established
Automated External Defibrillator (AED) devises and Cardiopulmonary Resuscitation (CPR)	Building designees No hours established	Building designees No hours established	Building designees No hours established	Building designees No hours established	Building designees No hours established

District Required Days

Helena-West Helena Professional Development

2016-2017

<mark>To satisfy the requirements of your contract with the HWHSD, sixty (60) hours of professional development are required.</mark>

190 Day Teacher Contract = 178 student days + 10 professional development days + 2 parent conference days

August 4, 2016 –District Office (New Teacher Orientation E2E)

August 5, 2016 –Great Rivers Cooperative (Training for New Teachers /Classroom Management and Survival Strategies)

August 11, 2016 –Great Rivers Cooperative (Training for teachers who are new to the profession)

August 8th -12th 2016(**5 days**) 8:a.m.-3:00p.m.

October 20, 2016 (**1/2 day**) 8:00 a.m. – 11:00 a.m.

November 3rd – 4th (**2days**) 8:00 a.m. - 3:00 p.m. (AEA and Flex Days)

January 4, 2017 (**1day**) 8:00 a.m. -3:00 p.m.

March 17, 2017 (**1/2 day**) 8:00 a.m. -11:00 a.m.

June 1, 2017 (**1day**)

Ten (10) Professional Development Days (60 hours)

Special Requirements:

Principals:

Data Disaggregation

Instructional Leadership

Fiscal Management (4 hours)

TESS/LEADS (Face to Face) 3 hours

Dyslexia Awareness

Teachers

Dyslexia Awareness * (For anyone who has not received)

Arkansas History

School Safety

Anti-Bully and Sexual Harassment

The Code of Ethics for Arkansas Education

Smart Core Curriculum Policy Training

Test Security and Confidentiality

TESS (Face to Face) * for anyone who has not received)

Athletic Coaches

Concussion etc (**Every 3 Years**) (as needed)

Advanced Placement Teachers

30 hours AP Training required teaching AP (as needed)

CTE HQ Professional Development   (As needed)

Nurses or Trained Personnel

Administration of Glucagon

Medication Administration Training-

Automated External Defibrillator

Lottery Training (3 hours first year,1 hour each following year for superintendent, assistant/deputy superintendent, grades 7-12 principal, grades 7-12 assistant principal, grade 7-12 guidance counselor)

FLEX DAYS

Every certified employee must complete at least 12 non-contracted hours before utilizing the Flex Days on November 3, 2016 and November 4, 2016. Certified employees must complete and submit the Professional Development Plan Form with ESC works documentation of acquired hours to their building principal. The principal will determine if Flex Days are allowable. (No exceptions).

AEA DAYS

Certified Employees that plan to attend the AEA Professional Development Conference on November 3, 2016 and November 4, 2016 must submit the official (Notice to Intent) form to your building principal thirty calendar days before the conference. With this submission, you may attend without completing the 12 non-contracted hours of professional development. You must also complete and submit the Professional Development Plan Form to your building principal.

OUT OF DISTRICT WORKSHOPS and CONFERENCES

Anyone attending out of district professional development is responsible for presenting new knowledge to building and or district staff upon return.

All conferences/professional development activities outside district must have prior approval by the building principal or district office. (Supervisor)

Certificates or proof of attendance must be picked up at these workshops/conferences for documentation and sent to the Professional Development Office. The hours must be added by each individual to his/her ESC works transcript.

TRAVEL POLICY

3.21—LICENSED PERSONNEL REIMBURSEMENT OF TRAVEL EXPENSES Employees shall be reimbursed for personal and/or travel expenses incurred while performing duties or attending workshops or other employment-related functions, provided that prior written approval for the activity for which the employee seeks reimbursement has been received from the Superintendent, principal (or other immediate supervision with the authority to make school approvals), or the appropriate designee of the Superintendent and that the teacher's attendance/travel was at the request of the district. It is the responsibility of the employee to determine the appropriate supervisor from which he must obtain approval. Reimbursement claims must be made on forms provided by the District and must be supported by appropriate, original receipts. Copies of receipts or other documentation are not acceptable, except in extraordinary circumstances.

7.12—EXPENSE REIMBURSEMENT: See Helena-West Helena Board Policy

ESC works

ESC works
Workshop Registration Instructions
NOTE: If you need to make changes to your Profile do the following:
Log-in to ESC works - Go to Shoebox - User Account - Make Changes - Save!

Follow the directions below to create your personal account and to register for the sessions you have selected. In the event a session is full, the system will not allow you to register and you will be placed on a waiting list. If openings come up or the session is expanded, you will receive an email notifying you of the opening and allowing you to register. It is important to set up your account using the email address that you will check regularly because there may be changes in location, dates, cancellations, etc. You will need to check your email the night before the professional development session to confirm that there haven't been any changes.

Creating a New Account:
1. Open your web browser
2. Type in www.escweb.net/ar_esc and press "Go" or press enter.
3. Click on the "Sign up for a free account today"
4. Fill out the information that is displayed on the screen. The email address should be the one that you check regularly.
5. Fill out the "Tell us a little about yourself"
6. Under "Which district do you represent?" you will select the following:
Region: Select "Great Rivers Educational Cooperative"
District: Select "Helena West Helena School District"
Campus: Select your campus
Position: Select the position that is closest to your position
7. Enter your password two times. Write your password down so you can remember it.
8. Click "Submit"
9. If everything is OK, you will see a screen indication you have successfully enrolled.

Signing In ESC works:

1. Enter your email address that you entered on the "Create a new account" and enter your password and click "Continue."

2. You will see a screen that is headed with the title *Arkansas Education Service Cooperative.*

3. This represents your home page.

4. On the left side of the screen, you will see a menu including *Home, Catalog, and Shoebox. .*

Catalog Search Offerings

1. If you already know the session ID, select "Search Offerings" and put in the session ID. You may also use this option to view all offerings of the HWHSD by using the drop-down box of the "Specify an Education Service Cooperative" and selecting "Great Rivers Educational Cooperative."

Browse Offerings

1. You can use the "Browse Offerings" option by selecting either "audience", "subject", or "location."

2. Select the sequence to view by using the drop-down box and choosing "ascending" or "descending."

Calendar of Events

View and select offerings from a standard calendar format.
This is the easiest form.

How to Register for a Course on esc Works

1. Go to ESC works and Sign In
2. Go to Catalog and click on Calendar of Events.
3. Find HWHSD or Great Rivers Cooperative and click on month you wish to search … click on GO.
4. Find event you wish to take…click on title.
5. When you see Title of event you wish to take and description add this to your cart…it's the button that has +Cart
6. Another screen will appear…click on Checkout
7. WAIT…another screen will appear…click on Complete Checkout

8. When you see the Thank You…you are registered. You will also receive an email confirming your registration.

Withdrawing from an Event
1. If you will not be able to attend a session, go to registration history, select upcoming events. You will use this option to "withdraw" from any events.
Shoebox
Transcript
1. Allows you to track the staff development hours that you accrue.
2. To print your official transcript, enter the date range you wish to view under "Official Record," click Go and then you can print.
3. If you have added hours to your transcript you will also need to print a transcript from your "Personal Record." Click manage transcripts and make sure you have clicked the "Include Official Credits box." District hours and hours that have been added to transcripts will show up and then you can print.
4. All reports will be viewed as PDF files. Make sure you have installed Adobe Acrobat Reader on your computer.
5. If Adobe is not installed, click on the "Click here to download Adobe Acrobat Reader" to download and install.

Adding hours to your transcript
1. Click "Manage Transcript."

2. Add information from approved professional development. Use the date of the first session. Log credit as hours.

User Account
1. This option can be used to manage all your personal information including your email.
Registration History
1. This option allows you to display upcoming events and past events.

All teachers and administrators must be able to document the required professional development hours annually for the renewal of their standard teaching license. All professional development must be completed within either of the following cycles during each year: *June 1 to May 31*.

Use of AETN/IDEAS PORTAL

Arkansas IDEAS is **I**nternet **D**elivered **E**ducation for **A**rkansas **S**chools provided by the
Arkansas On-line Professional Development Initiative through a committed partnership of the Arkansas Educational Television Network and the Arkansas Department of Education. It is free to all licensed educators and is an excellent source of information available anytime online at: ideas.aetn.org

Licensed educators may log in to Arkansas IDEAS by clicking on the red apple to the left. New members must create a new account.
☐ Use My Courses.
☐ Select a library, section and then you will see a list of courses.
☐ Click on the icon before the word Course to see how many hours you will get credit for
the course before starting it.
☐ Find courses that match your teaching area.
☐ Complete each part of the course, the test and the survey at the end to get full credit and for it to show up on your certificate.
☐ You can stop a course at any time and come back later. IDEAS portal saves your lesson right where you stopped. You never have to start over.
☐ You can view your hours in the My Info part, which can be found on the left side or on
the home page.
A specific topic can be found by using the search engine. A course catalog can be found on the main page of the website.

Teachers can use this anytime for information on improving their teaching areas.

*HOURS These hours must be done after school hours if used toward required 60…….The portal keeps track of the time you are online and records it in the system.
 If you have a problem logging into this system please call the Arkansas IDEAS help staff at AETN during normal business hours between 8:00 AM and 4:30 PM Monday - Friday. You may dial 1-800-662-2386 or Email:
arideastech@aetn.org.

Written Professional Development Plans

Building Principals and District Office: Please submit written Professional Development Plans with Domains by June30, 2016 to the Professional Development Office.

See Attached Form

Submit Professional Plans for August (8th-12th) 2016, with a description of the baseline data that was used to determine the need for the requested professional development, identify the domain(s) TESS/LEADS, a description of Professional Development activities, identify the facilitator, and include a completed agenda. Use the attached district form to record the information.

A full professional development evaluation plan will be required for each professional development activity. The district office will provide training on how to complete the evaluation process prior to the August professional development.

By September 14, 2016: The Planning Committee should be prepared to review student achievement data and other PGPs data sources to determine Professional Development needs for:

October 20, 2016

November 3, 2016 and November 4, 2016

January 4, 2017

March 17, 2017

 June 1, 2017

Helena-West Helena School District

2016-2107 PROFESSIONAL DEVELOPMENT PLAN (Please complete for each Session)

School:	Principal:	Grade Level:
Date:	Time:	**AM Break: Lunch /PM Break**
Title **Description:**	**Domains (TESS/LEADS)** **Audience :** **Facilitator(s):**	**Baseline Data Used to Determine the PD Need: (Describe the data used to support the need for this PD Activity) * (Required)** **PGP Requirement %=** **Student Achievement%=** **Dropout %=** **Graduation Rate%=** **Discipline Referrals %=** **Lack of student engagement%=** **Teaching & Learning Observed%=** **Content Standard Deficiency:** **Other: (Please describe):** **Describe the expected outcomes that will result from this PD (Required)**