

**ARKANSAS DEPARTMENT OF EDUCATION
RULES AND REGULATIONS GOVERNING ATTENDANCE
AT INSTRUCTIONAL PROFESSIONAL DEVELOPMENT SESSIONS
TOWARD FULFILLMENT OF THE FIVE (5) DAYS
OF REQUIRED STAFF DEVELOPMENT**

1.00 REGULATORY AUTHORITY

- 1.00 These regulations shall be known as Arkansas Department of Education Regulations Governing Attendance at Certified Instructional Professional Development Sessions.
- 1.02 These regulations are enacted pursuant to the State Board of Education's authority under Ark. Code Ann. 6-17-702, as amended by Act 663 of 1995.

2.00 PURPOSE

- 2.01 The purpose of these regulations is to establish the criteria under which teachers may count attendance at approved certified professional instructional staff development sessions as a part of the staff development requirement of the district.
- 2.02 A further purpose is to clarify the procedures whereby the professional organization may certify teachers' attendance during the approved sessions.

3.00 DEFINITIONS

- 3.01 "Instructional Staff Development Sessions" as used in these regulations refer to any professional development sessions conducted by bona fide professional organizations within the State of Arkansas that focus on instruction, curriculum, alternative assessment methods, or sessions related to Act 236 of 1991.
- 3.02 "Restructuring mandated by Act 236 of 1991 " as used in these regulations refers to any staff development programs designed by the local school or school district for the purpose of meeting state and national educational goals.
- 3.03 Bona fide professional organization is any professional organization which holds annual meetings to provide professional development activities for teachers, administrators, organizations, and policy makers.

4.00 CERTIFICATION PROCESS FOR CERTIFIED INSTRUCTIONAL STAFF DEVELOPMENT SESSIONS

- 4.01 At least 30 days prior to announcing the sessions, the bona fide professional organization shall present a detailed description of the instructional staff development sessions to be considered as part of the staff development requirements to the Assistant Director for Planning and Curriculum. Approval may be granted by an internal committee of the Arkansas Department of Education.
- 4.02 The Assistant Director for Planning and Curriculum shall determine the sessions which qualify as staff development and shall inform the professional organization promptly.
- 4.03 Topics for certification will be compatible with the concerns of Act 236, such as: instructional strategies, learner outcomes, interdisciplinary teaching, alternate forms of assessment, teaching in the content areas, curriculum development, teaming and leadership, site-based decision-making and classroom management.
- 4.04 One hour of attendance at an instructional staff development session of the professional organization will be equivalent to one hour of staff development credit by the local school district. The professional organization shall certify each teacher's hours of attendance and the specific session attended by mail to the district following the approval session.

5.00 CERTIFICATION PROCESS FOR LOCAL SCHOOL DISTRICTS

- 5.01 The teacher shall submit a formal request to the Administrator of the school to attend the instructional staff development session at least 30 calendar days in advance of the meeting.
- 5.02 The school district cannot require a teacher to take personal leave for attendance at an approved instructional staff development session.
- 5.03 Local school employees may not refuse to attend district or school staff development sessions designed to implement restructuring mandated by Act 236 of 1991 even if credit has already been received for attendance at other professional meetings.
- 5.04 Attendance at these staff development sessions does not relieve the teacher of their contractual obligations.