

TO: **All Administrators, Teachers, Para-Professionals**

FROM: Dallas Smith, Director of Schools
Rebecca Isaacs, Assistant Director of Schools
Sue Brown, Title I Coordinator
Katrina Casteel, Supervisor of Special Education

DATE: May 18, 2009

RE: **IN-SERVICE TRAINING FOR 2009-2010
PROFESSIONAL DEVELOPMENT TRAINING
FOR 2009-2010 GUIDELINES**

**PLEASE NOTE THE FOLLOWING ABOUT IN-SERVICE FOR
2009-2010:**

Definition

In-service education is defined as a program of planned activities designed to increase the competencies needed by all licensed personnel in the performance of their professional responsibilities. In this context, “competencies” are defined as the knowledge, skills, and attitudes which enable personnel to carry out their tasks with maximum effectiveness.

1. All administrators, teachers, and educational assistants are required to complete five days of in-service training each year. Failure to meet the five day requirement shall result in deduction of wages. **The cut-off day for completing all on-your-own training and submitting all required paper work is APRIL 30 of each year.** Sessions attended between that date and the end of the current school term shall not count for any year.
2. Administrators shall not schedule or allow personnel to schedule any activity on scheduled in-service days which personnel are required to attend.
3. **All personnel are expected to show administrators and presenters in charge on in-service training the same respect that the personnel demand from their subordinates and students.**
4. August 4, 5, 7, 2009 – **ALL** personnel are **required** to be present. **NO on-your-own substitutions allowed for these days.**

5. Even though in-service must be completed by April 30, for payroll purposes the two days **on-your-own have been designated at the end of the school year – May 25 and May 26, 2010 for ALL employees.**
6. Teachers and assistants employed by the September board meeting must earn two on-your-own in-service days. **Anyone employed in a new position between the September board meeting and the end of the first semester will earn one day on-your-own in-service. Those hired after January 1 will not be required to do on-your-own in-service.**
7. **You are permitted to take a personal leave day and earn a day of on-your-own in-service. This must be submitted to the Finance office, and a COPY of the absentee report sent with the on-your-own in-service form to Central Office. Please attach a copy of your absence form to your on-your-own form if you have taken a personal day.**
8. In-service credit shall not be allowed for participation in activities which are scheduled during regular teaching days or anytime for which the participants are being paid for other than in-service reasons.
9. **On-Your-Own** – If this is an activity not sponsored by the Rhea County Department of Education, you will need to have the on-your-own form (or form provided at the activity) signed by a representative of the sponsoring organization.
10. In-country travel shall not count for in-service credit. **Foreign travel** shall substitute for **one day only** and the on-your-own form **must be accompanied by proof of your visit (i.e., copies of plane ticket, receipts, etc.).**
11. **After completing in-service requirements, any workshops, etc. You attend may be applied toward recertification, PROVIDED you have a TEN-YEAR license and Bachelor’s degree. If this is during a regular school day, personal leave has to be taken. Check the recertification area on the in-service form and send in to Central Office.**
12. Attending competitions, clinics, club conventions for students, and supervision of the same shall not count toward in-service credit.

13. Practice sessions and scheduled competitions for extra-curricular activities such as golf, football, band, cheerleading and so forth shall not substitute for in-service credit.

14. **Doctor's excuse shall be taken for emergency treatment and hospitalization only** on scheduled in-service days, scheduling a regular medical check-up and elective surgery for participants and members of their families does not constitute an emergency treatment and hospitalization. **If you are absent, please turn in sick leave form and DOCTOR'S excuse to Finance office and send copy of both to Central Office.**

15. College courses taken for credit shall not count for in-service credit.

16. Administrative personnel responsible for planning and implementing in-service training are not responsible for providing in-service sessions for the days to be earned on-your-own.

17. **IF A STIPEND IS PAID FOR AN ACTIVITY, IT CAN NOT BE COUNTED AS IN-SERVICE CREDIT, BUT CAN BE COUNTED TOWARD RE-CERTIFICATION.**

TO: **Professional Personnel and Educational Assistants**

RE: **LEGAL BASIS FOR IN-SERVICE EDUCATION ACTIVITIES
TENNESSEE CODE ANNOTATED VOL. 9**

Approvable Activities for In-Service:

1. In-service activities designed to develop the competencies of apprentice or probationary teachers. (Priority shall be given to these activities. Supervising teachers shall be designated to work with these teachers.)
2. Instructional assessment and improvement studies.
3. Workshops and/or other activities based on the assessed needs of a schools or school system.
4. Development and coordination of system and school-wide curriculum.

5. Conducting staff development programs/activities that are consistent with needs identified at the building and/or school level.
6. Studies of: teaching methods and strategies, classroom management, child development, curriculum and instruction, motivation, community involvement, planning and evaluation.
7. Workshops, seminars, institutes, state sponsored activities, teacher-center activities, professional organization sponsored activities, and college or university sponsored activities which are related to a teachers' assignment or to a schools' or system's objectives. (To validate these activities, a written record of attendance/participation must be maintained.)
8. Specific training for instructional assignments.
9. Service as a free consultant to other schools and LEA's, excluding travel time.

Non-Approvable Activities for In-Service:

1. Parent-teacher conferences.
2. Teachers working in their rooms.
3. Putting grades on permanent record forms.
4. Business meetings for a professional association.
5. Coaching clinics/cheerleading clinics.
6. College courses for credit.

This is not meant to be a comprehensive list. Only those activities which are most frequently asked about are addressed.

