

PERSONNEL

- CERTIFIED PERSONNEL -

**Professional Development**

**PROGRAM TO BE PROVIDED**

The Board shall provide a high quality, personalized, and evidence based professional development (PD) program that meets the goals established in KRS 158.6451, the Every Student Succeeds Act (ESSA), and in the local needs assessment. At the direction of the Superintendent or designee and in conjunction with each school, the PD coordinator shall facilitate the development and implementation of this program for all certified employees. Programs may also include classified staff and parent members of school councils and committees.

The PD program for the District and each school shall be incorporated into the Comprehensive School/District Improvement Plan. Prior to the implementation of the program, the school PD plan shall be made public, and the District PD plan shall be posted to the District web site.

The program shall be based on a Board-approved PD plan for the District, which is designed;

1. to help achieve student capacities established by KRS 158.645 and goals established by KRS 158.6451;
2. to support the District's mission, goals and assessed needs; and
3. to increase teachers' understanding of curriculum content and methods of instruction appropriate for each content area based on individual school plans.

The PD plan shall reflect individual needs of schools and be aligned with the Comprehensive School/District Improvement Plan, ESSA requirements, and teacher growth plans.

**ACTIVE SHOOTER SITUATIONS**

By November 1, annually, a minimum of one (1) hour of training on how to respond to an active shooter situation shall be required for all District employees with job duties requiring direct contact with students. The training shall be provided either in person, by live streaming, or via a video recording prepared by the Kentucky Department of Criminal Justice Training in collaboration with the Kentucky Law Enforcement Council, the Kentucky Department of Education, and the Center for School Safety and may be included in the four (4) days of professional development under KRS 158.070. When a staff member subject to the training requirements of this subsection is initially hired after the training has been provided for the school year, the District shall provide materials on how to respond to an active shooter situation.

**SCHOOL RESPONSIBILITIES**

Each school shall plan professional development with the PD coordinator and, when appropriate, with other schools to maximize training opportunities. In addition, each school's PD plan shall be submitted to the Board for review and comment.

**Professional Development****FLEXIBLE CREDIT OPTION:**

The district or school may develop a Professional Development Plan to enable its certified personnel to earn professional development credit outside of the regularly professional development schedule. All school professional development plans must be submitted in writing to the district's professional development coordinator or designee prior to the start of each new school year, no later than July 1. The plan must include the number of flexible professional development credit hours recommended.

Flexible credit may be earned on non-duty time during the school calendar. In addition, flexible credit for the upcoming school year may be earned during the school year at any time following the last day of school for students and upon completion of the current year's professional development cycle.

Flexible professional development shall be 1) reflected in the school's Professional Development Plan within the Comprehensive School Improvement Plan; 2) meet the goals of the School or District's Comprehensive Improvement Plan; or 3) be included in the employee's professional growth plan.

**DOCUMENTATION**

The school/District PD plan shall include the method for evaluating impact on student learning and using evaluation results to improve professional learning.

Documentation of completed professional development, including a written evaluation, shall be required. Unless an employee is granted leave under an appropriate Board policy, failure to complete and document the required hours of professional development during the academic year shall result in a reduction in salary and may be reflected in the employee's evaluation.

**REFERENCES:**

KRS 156.095; KRS 156.492; KRS 156.553  
KRS 158.070; KRS 158.645; KRS 158.6451; KRS 160.345  
704 KAR 3:035; 704 KAR 3:325  
P. L. 114-95 (Every Student Succeeds Act of 2015)

**RELATED POLICIES:**

03.1911; 09.22

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