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Form #5

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**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: West Virginia Board of Education TITLE NUMBER: 126

CITE AUTHORITY: WV Code 18-5-15, 18-2-5

RULE TYPE: PROCEDURAL _____ INTERPRETIVE _____

EXEMPT LEGISLATIVE RULE X
CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

Revision
~~AMENDMENT~~ TO AN EXISTING RULE: YES X, NO _____

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 149 (Policy 5500)

TITLE OF RULE BEING AMENDED: Staff Development for Public School
Personnel in West Virginia

IF NO, SERIES NUMBER OF NEW RULE BEING ADOPTED: _____

TITLE OF RULE BEING ADOPTED: _____

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS March 2, 1990

Barbara L. Estep
January 18, 1990

Title 126
LEGISLATIVE RULE
WEST VIRGINIA BOARD OF EDUCATION
CHAPTER 18-2
SERIES 149
POLICY 5500

Title: Staff Development for Public School Personnel in West Virginia

Section 1. General

1.1 Scope - This legislative rule established the General Implementation Process for staff development activities in the 55 county school systems. This staff development program provides for job related training for school personnel on three noninstructional days in the school calendar.

- 1.2 Authority - 18-5-15, 18-2-5
- 1.3 Filing Date - January 18, 1990
- 1.4 Effective Date - March 2, 1990
- 1.5 Repeal of Former Rule - This is a revision of a former policy.

Section 2. Purpose

The purpose of this policy is to establish a continuing, developmental, and comprehensive system of training based on the need to implement Policy 2510. This goal is based on the assumption that schools exist to facilitate student learning, and an ongoing staff development program for all personnel is essential to enhancing student learning. Staff development should be a continuous, developmental process ultimately based on staff needs to meet this goal. Scheduling of staff development programs should be done as early as possible in the school year to provide sufficient time for educators to implement what they have learned, and to ensure that those days are not lost to other causes.

Section 3. County Responsibility

3.1 Each county board shall schedule annually at least three (3) noninstructional days of professional development of which at least two of these days or the equivalent time thereof, are used for the development of all professional staff and instructional aide prior to January 1 of each year. Exceptions for innovative programs may be granted upon request in writing to the state superintendent of schools.

3.2 County boards of education shall implement a comprehensive system of staff development.

Section 4. Principles of Operation

County boards of education shall incorporate the following components and governing principles of operation in their county staff development policy.

4.1 All professional staff shall participate in at least twelve hours of job related staff development each year. Job related means that programs available to all teachers are directly relevant to: (1) the areas of study which they are currently teaching; (2) the teaching strategies appropriate to those areas of study; (3) classroom management skills; (4) techniques appropriate for learners with various exceptionalities and learning styles; and (5) alignment of learning outcomes with instructional strategies, materials and resources, and student and program evaluation methods and instruments. (2510)

4.2 Conducting a job-related training program beginning with an orientation for professionals new to their position at the beginning of the school year on their assigned areas of study and continuing through the first year of employment. (2510)

4.3 Conducting orientation meetings for all teachers who will be using new materials when counties adopt new textbooks/programs. (2510)

4.4 Assuring that staff development recommendations from the program and school improvement processes are considered by the Staff Development Council in the development of its recommended staff development programs. (2510)

4.5 Assuring that development training programs in the prevention, transmission, spread and treatment of acquired immune deficiency syndrome, are made available to all school personnel. County boards shall encourage parental attendance and notify parents in written form and by publication. (S.B. 14)

4.6 Conducting staff development training in the development of home visitation skills.--

4.7 If approved by the principal, administrative head or other chief administrator, a teacher may use one noninstructional day during an employment term for the purpose of home visitation with the parent or guardian. Home visitations will be equivalent to one day of staff development. The number of visitations deemed to be equivalent is to be determined by the county staff development council. (S.B. 14)

Section 5. General Implementation Process

5.1 The superintendent within each county, with the approval of the county board of education, shall appoint or designate a coordinator of staff development.

5.2 The county superintendent, at the direction of the county board of education, shall administer the staff development program within the county.

5.3 Within each county a staff development council shall be established by the county Board of Education.

5.4 The Staff Development Council shall serve as an advisory body to the county superintendent.

5.5 The county Staff Development Council shall be established according to the following:

- a. The Staff Development Council shall be composed of:
 - 1 county coordinator of staff development
 - 1 county administrator
 - 1 elementary principal
 - 1 middle school or junior high principal
 - 1 secondary principal
 - 3 elementary teachers
 - 2 middle school or junior high teachers
 - 2 secondary teachers
 - 1 special education teacher
 - 1 vocational teacher
 - 1 representative of higher education
 - 1 instructional aide

16 total

- b. Teacher, instructional aide, and principal representatives shall be nominated by their peers in an open nomination and elected by secret ballot.
- c. A higher education representative nominated by the county superintendent in cooperation with the colleges serving the county.
- d. Persons filling vacancies on the Staff Development Council shall be nominated by the county superintendent and approved by the county board of education.
- e. Appointments to the Staff Development Council shall be made on a staggered three-year sequence.
- f. The superintendent may appoint additional nonvoting members, but must maintain the original proportion of teachers to administrators.

5.6 The county council may request that the funding source cited in Section 8.1 herein be allocated for county staff development programs. This does not preclude the use of other funding sources.

5.7 Two or more counties may elect to cooperate in the staff development program.

5.8 Any regional education service agency or professional development center, at the direction of its Board of Directors, shall

cooperate with the Staff Development Council of each local education agency within its service region in providing staff development.

5.9 Each county shall conduct a needs assessment in accordance with the provisions outlined in policy 2510 and 2320 for the submission of county plans for excellence.

- a. The county coordinator of staff development shall prepare a summary of data from the needs assessments and submit them to the Staff Development Council and the county superintendent.
- b. The Staff Development Council shall prioritize the assessed needs.
- c. The Staff Development Council shall identify program objectives based on the assessed needs.
- d. The program objectives shall be submitted to the county superintendent.
- e. The county plan, submitted to the West Virginia Department of Education shall consist of program components for the job related training required of all personnel.

5.10 Individual Responsibilities - Each staff development participant, in concert with his/her immediate supervisor, may develop a personal staff development plan to be used in planning his/her professional development. Employee evaluation data must be used in this process (effective 1989-90). The personal staff development plan is based on employee evaluation data. However, the employee evaluation data remains confidential.

5.11 County Coordinator Responsibilities

- a. The county coordinator of staff development shall 1) supervise the development of staff development program objectives by the Staff Development Council, as determined and 2) coordinate the implementation of the staff development.
- b. The county coordinator of staff development shall disseminate information concerning program objectives, location and time, prerequisites, and other pertinent information about staff development offerings to all personnel within the county.
- c. The county coordinator of staff development shall maintain records of enrollment, scheduling, and evaluation of each staff development activity.
- d. Submission of Plan. The proposed plan prepared by the Staff Development Council shall be approved by the county Board of Education prior to submittal to the West Virginia Department of Education.

Section 6. Program Approval

6.1 Each county, subsequent to county board approval, shall submit to the West Virginia Department of Education its plan for implementing A Program of Staff Development for Public School Personnel in West Virginia within the county. The plan shall include the composition of the Staff Development Council including the person designated as the county coordinator of staff development and a description of the process used to develop the county staff development program.

Section 7. Monitoring

7.1 Periodic, random, unannounced on-site reviews of the total ongoing programs of staff development within each county shall be conducted in conjunction with Policy 2320 monitoring.

7.2 The evaluation of approved staff development programs within the county plan shall be the responsibility of the Staff Development Council and the county superintendent and his staff. The results of the evaluation procedure shall be used for future program development.

7.3 The county superintendent shall submit a) written evaluation results to the Department of Education and b) information on programs offered and enrollments.

Section 8. Alternative Staff Development Council

8.1 Upon petition of ten percent of professional educators and an affirmative majority vote of all county professional educators voting, a professional staff development council shall be established. The professional educators may openly nominate and elect a nine to fifteen member council comprised of proportional representation from the major school levels and from vocational, special education and other specialties in proportion to their employment numbers in said county. Such councils shall have final authority to propose staff development programs for their peers based upon rules established by statute and/or the state board of education, and the council on professional education.

The county superintendent or a designee shall enjoy an advisory, nonvoting role on said council. The county board shall make available an amount equal to one tenth of one percent of the amounts provided in accordance with section four, article nine-a, chapter eighteen of this code and credit such funds to an account to be used by the council to fulfill its objectives. The local board will have final approval of all proposed disbursements. (S.B. 14)

If a county opts to implement Section 8, it replaces only Section 5.5 of this policy. The other sections remain in force.

S/B17
(1438A/0362A) - 7/19/89