

Windham School District (WSD) provides comprehensive pre-service and inservice training for all employees working in the Education Department. The training includes all required training for Windham Employees and TDCJ employees assigned to Windham.

Employees may participate in staff development opportunities as approved by the Regional Administrator, Division Director, or Superintendent.

Training for Education Department employees is specified in the annual training plan.

Planning and Staff Development

7.13-1

There will be ten days a year provided for planning and staff development. There will be six planning days and four staff development days scheduled according to the school calendar. Other planning or staff development days may be scheduled on local units as lockdowns or other security measures dictate.

Planning Days

Planning days are set aside to enable units to implement shared decision making according to the district plan. Appropriate activities for planning days include:

1. Analyzing data related to student performance.
2. School committee meetings.
3. Teacher preparation.
4. Faculty or other meetings to share information and/or receive input on matters relating to budgets, curriculum, goal setting, school organizations and/or staff patterns.
5. Staff development activities to support shared decision making and quality management.
6. Preparing campus improvement plans.
7. Conducting activities in support of campus improvement plans.

Planning Day-Required Documentation

Maintain a file on the unit which will document the planning activities conducted for each planning day. Such documentation might be faculty meeting agendas, IOC's to teachers on assignments for the day, staff development agendas, committee meeting agendas, etc. All staff development activities should include an evaluation.

Staff Development Days

Staff development shall be predominantly campus based, for the purpose of improving student achievement. Campus staff development may include activities that enable the campus staff to plan together, to enhance existing skills, to share effective strategies, to reflect on curricular and instructional issues, to analyze student achievement results, to reflect on means of increasing student achievement, to study research, to practice new methods, to identify students' strengths and needs, to develop meaningful programs for students, to appropriately implement shared decision making, and to conduct action research. Staff development activities may include study teams, individual research, peer coaching, workshops, seminars, conferences, and other reasonable activities that have the potential to improve student achievement.

Staff Development-Required Documentation

1. Maintain a file on the unit for each staff development day for audit purpose.
2. Conduct a needs assessment, the results of which should be maintained in each staff development day file to indicate the basis for your inservice program.
3. Maintain a typed agenda on file for the staff development day outlining the program topics, target groups and time schedule.
4. Allow for the participants to evaluate the overall staff development. The results of the evaluation should be made part of each development day file.
5. Maintain a roster signed by all those present.
6. Update the staff development database.

Security Training

7.13-2

WSD employees shall receive twelve hours of pre-service and twelve hours of staff development training annually as a minimum, utilizing the “Correctional Awareness: The Professional’s Guide to Policy, Principles and Best Practices”. Additional security training may be provided based on unit needs during the school year.

Planning for Lockdowns and/or Emergency Situations

7.13-3

Each campus shall develop emergency plans for the appropriate utilization of planning and staff development days in the event of lockdowns or emergencies which prevent normal activities on scheduled work days. There should be two types of plans developed: one, for situations requiring one to five days; and another one for an extended time frame of indefinite length. In the event the education section of the unit cannot be utilized, an alternative meeting site should be incorporated into the plans.

If the staff is unable to hold the scheduled work day, then the staff will be required to make-up the day unless the situation warrants the granting of emergency administrative leave by the Superintendent.