



Instructions for Completing the Accountability for 190 Days and Plan for In-Service Training Form

Please Note: All changes and amendments to the Accountability for 190 Days and Plan for In-Service Training Form should be filed with the TACS office prior to the date of the change or amendment.

Part I. Accountability for 190 Days

- A. **Number days with students.** Enter the number of instructional days with students present. There must be at least 180 days. A school may have more than 180 instructional days.
- B. **Number in-service days.** Enter the total number of teacher in-service days. There must be a minimum of five in-service days.
- C. **Other days.** Enter the number of days the school is using as its discretionary days, if those days are not already identified in A or B. There may not be more than five of these days.

NOTE: The total number of days listed in A, B, or C must add up to at least 190 days.

Calendar

1. **Student opening date.** Enter the first day of school for students.
2. **Christmas break.** Enter the total number of school days for Christmas break. Then enter the first day of Christmas break when students are not present.
3. **Spring break.** Enter the total number of school days for Spring break. Then enter the first day of Spring break when students are not present.
4. **Student closing date.** Enter the last day of instruction. This is the last day when students are in school.
5. **In-service dates.** Enter the dates planned for in-service education for your school. Please list the dates on which your school has planned in-service for all or most of the teachers. Enter the dates, whether they are whole days or partial days.

In the columns marked "time," indicate the amount of time devoted to in-service on that date. One whole day of in-service (six hours) should be entered as 100. One-half day should be entered as 050. One-third days (such as two hours after school) should be entered as 033. No more than six 016 days can apply toward the required 30 hours of in-service training.

6. **Abbreviated dates.** A school may choose to have three abbreviated dates, i.e., first day of school, last day of school before Christmas, and the last day of school can be 1/2 day in length (3 hours and 15 minutes).
7. **Other dates.** Refer to item C at the top of the form for Accountability for 190 Days. All days in item C should be accounted for here. Please list the dates your school system plans to utilize "other" days. Enter the dates, whether they are whole days or partial days.

In the columns marked "time," indicate whether the days are whole days (100), half days (050), or one-third days (033) in the same manner as item five, in-service dates. Please do not break the dates into smaller segments than one-third days.

In the column marked "Activity," indicate the type of activity for which the other day will be utilized. For instance, if the day is to be a parent-conference day or a day for teachers to work in their classrooms, please identify the day as A, Administrative. If the day is to be an in-service day, please list it only if it is not already listed under item five.

Plan for In-Service Training

General Instructions

1. Each school should determine its priorities for in-service education for the school year. A list of generally used priorities is preprinted on the form.
2. Enter your school priorities by code number. For example, if your top priority is classroom management, enter the letter "E" as school system priority code. If your second priority is in the area of student evaluation, enter the letter "H" as priority two. You may have only one priority. Do not list more than ten (10) priorities.

3. Enter the total number of days your school is offering in-service training for each priority. For example, if your school has a total of three days available for in-service education for priority one, classroom management, enter 300 as the number of days available for priority one.

Signatures. The signature section must be completed.

1. The principal must sign and date the form, indicating approval.
2. The pastor must sign and date the form, indicating approval.
3. Other signatures will be affixed by TACS personnel, as the form is approved.

Part II. Guidelines for Planning Approvable In-Service Education Activities

A. Definition

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

B. Guidelines for Development of In-Service Plans

1. The development of a comprehensive in-service plan is an administrative project that involves careful and deliberate planning by the principal. A minimum of five (5) days of planned in-service education, each of which shall be equivalent to not less than six hours of activities, shall be developed. **All five of these days shall be identified in the annual school calendar and may, at the discretion of the school, include partial days.**
2. A recommended sequence for developing an in-service education program is to (1) assess needs, (2) establish priorities, (3) develop objectives, (4) design in-service activities, and (5) evaluate the effectiveness of each in-service session.
3. **A plan for in-service training must be completed and submitted to the on-site evaluator at the time of the annual on-site visit.**

C. Designing Approvable Activities

Resources and methods needed to achieve specific in-service objectives must be identified when designing approvable in-service activities. A variety of possible strategies and activities can be included, such as: group sessions, workshops, seminars, demonstrations, brainstorming, buzz sessions, practice and feedback situations, and other activities emphasizing personal interactions. Such activities must be structured to achieve predetermined objectives that are compatible with the school’s teacher in-service goals.

D. Approvable Activities for In-Service

1. In-service activities designed to help teachers improve their teaching.
2. Workshops and/or other activities based on the assessed needs of the school.
3. Studies of: teaching methods and strategies, classroom management, child development, curriculum and instruction, motivation, community involvement, planning and evaluation. **(To validate these activities, a written record or attendance/participation and a description of the study must be maintained in the file.)**
4. Workshops, seminars, institutes, and TACS sponsored activities, which are related to a teacher’s assignment or to a school’s objectives. (To validate these activities, a written record of attendance/participation must be maintained on file.)

Accountability

The school is responsible for the evaluation of all in-service programs; a brief evaluation of all approved in-service programs must be kept on file.

Resources

To provide the resources needed for planned in-service activities, the school is encouraged to adopt an adequate budget for this purpose. The coordination of all available funds for covering costs that meet the local in-service needs should be pursued.



Accountability for 190 Days and Plan for In-Service Training Form

School Year 20 ____ to 20 ____

School _____ City _____

Part I. Accountability for 190 Days

A. Number of days with students (min. 180)
 B. Number of in-service days (min. 5)
 C. Other days (max. 5)

CALENDAR

	MONTH	DAY	YEAR
1. Student opening date	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Christmas break (____ days)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Spring break (____ days)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Student closing date (last class day)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

	TIME	MONTH	DAY	YEAR	TIME
5. In-service dates (list by time codes.)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Time Codes
 016 = 1/6 day
 033 = 1/3 day
 050 = 1/2 day
 066 = 2/3 day
 083 = 5/6 day
 100 = 1 day

6. Abbreviated dates (no more than 3)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

	TIME	ACTIVITY	MONTH	DAY	YEAR	TIME	ACTIVITY
7. Other dates (list by 1/3, 1/2, or 1 day only - Do not break day into smaller segments)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
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Activity Codes
 A = Administrative
 I = In-Service
 O = Other

Tennessee Association of Christian Schools

Part II. Plan for In-Service Training

Instructions: Enter priorities by code letter. Designate total number of in-service days for each priority.

In-Service Priority Codes

- A = Curriculum Improvement
- B = Instructional Improvement
- C = Classroom Management
- D = Career Development
- E = Parent/Community Involvement
- F = Student Evaluation
- G = Teacher/Administrator Evaluation
- H = Philosophy
- I = TACS State Educators' Convention (maximum 1 day)
- J = TACS Regional Teachers' Clinic (maximum 2/3 day)
- K = Others

Code for Reporting Days	
016	= 1/6 day
033	= 1/3 day
050	= 1/2 day
066	= 2/3 day
083	= 5/6 day
100	= 1 day

School System Priorities	Days and/or Portions of Days	School System Priorities	Days and/or Portions of Days	School System Priorities	Days and/or Portions of Days
1 <input style="width: 30px; height: 20px;" type="text"/>	1 <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>	6 <input style="width: 30px; height: 20px;" type="text"/>	6 <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>	7 <input style="width: 30px; height: 20px;" type="text"/>	7 <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>
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Attach a list of all in-service training sessions showing date, in-service priority code, title of in-service session, name of in-service speaker, and the length of the session. Also include a one- to two-sentence description of each session.

The signatures below verify the Accountability for 190 days and Plan for In-Service Education.

Approved by:

Principal Date

Chairman of Agency Date

Pastor Date