

SENECA VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PROFESSIONAL GROWTH

ADOPTED:

REVISED: FEBRUARY 12, 2001

433. PROFESSIONAL GROWTH	
1. Purpose	Continued professional study and inservice training are prerequisites for continued professional growth and advanced ability to undertake increased responsibility. Therefore, these guidelines are established for all professional personnel.
2. Authority	All professional employees are encouraged through graduate study, special study or inservice training to further their personal advancement in accordance with these guidelines.
3. Guidelines	<p><u>Graduate Study</u></p> <p>For purposes of this policy, one (1) unit shall be equivalent to one (1) unit of college graduate credit as awarded by an institute accredited for such purpose and shall be part of an approved Master's Degree program. Payment for credit for approved graduate study or special study shall be made as per contract.</p> <p><u>Department of Education Approved In-Service Courses</u></p> <p>Guidelines for the approval and, if applicable, payment will be developed by a Professional Development Committee established by the Board of Education as required by law and Department of Education guidelines.</p> <p><u>Professional Trips</u></p> <p>To receive credit for professional trips, the following conditions shall be met:</p> <ol style="list-style-type: none">1. The district's Conference Request Form shall be approved by the Board and Superintendent and a determination made of the credit to be given before the trip is taken.2. The objective of the trip shall be the professional growth of the employee.3. A report of the trip shall be submitted to the Superintendent on the district's Conference Report Form.

Conference Attendance

The district supports attendance at various conferences, conventions, seminars, and workshops for the purpose of promoting professional growth and to stimulate staff to become more aware of new ideas, knowledge, and innovations in education.

The following guidelines shall apply when attendance at such activities is authorized:

1. Attendance for activities of one (1) day will be approved in advance by the Superintendent. Requests for \$100 or more for two (2) days, with overnight stay, or which involve extensive travel must be submitted to the Board for advance approval - exception for non-overnight local conference which can be approved by Superintendent. (Usually requires one (1) month advance notification.)
2. All requests are subject to funds provided yearly in the budget.
3. All requests are to be submitted in writing to the Superintendent on a Conference Request Form and require supervisor approval. Requests requiring Board approval shall be submitted with monthly Board reports. Any request exceeding \$500 must include itinerary/agenda of the conference.
4. Requests shall include place, purpose, and estimated cost of attendance. Registration fees for conferences qualified above will be issued directly by district check.
5. In all cases possible, payments for registration, air travel, and accommodations shall be made by district check. Processing is the responsibility of the individual. Requests for advance payments must be submitted on the Conference Request Form. Issuance date will be no more than one (1) week in advance of the conference and will be limited to requests of \$50 or more only.
6. Reasonable expense planning shall be completed and assumes the following:
 - a. Coach fare for air, rail, or bus travel.
 - b. The established district mileage rate for auto travel not to include personal travel or side trips during the activity.
 - c. Food allowance limit of \$60 maximum per day including gratuity. Reimbursement for meals shall require a receipt.

<p>SC 1205.1 Title 22 Sec. 49.17</p>	<p>d. Hotel or motel in the moderate price range contingent upon the location of the activity.</p> <p>7. Only expenses actually incurred going to, attending, and returning from the place of such activities will be reimbursable. These may include transportation, lodging, meals, registration fee, parking, tolls, and other necessary expenses. A Conference Expense Form obtained from the Business Office, must be submitted with receipts for reimbursement within ten (10) working days after return.</p> <p>8. Requests requiring Board approval shall be limited to two (2) Board members and/or two (2) staff members for any one (1) activity unless otherwise authorized by the Board.</p> <p>9. A short report dealing highlights of the trip must accompany the request for reimbursement on the Conference Report Form (attached).</p> <p>10. The district Business Manager will be responsible for ensuring that all items of the conference attendance policy are strictly complied with and completed.</p> <p><u>Curriculum Development</u></p> <p>The development of curriculum writing projects and the formation of district curriculum committees shall require the advanced approval of the Superintendent. If such activities take place beyond the normal school day, payment shall be made in accordance with the collective bargaining agreement.</p> <p><u>Peer Observation</u></p> <p>Guidelines for the classroom observation of professional employees by other professional employees shall be developed by a Professional Development Committee established by the Board as required by law and Department of Education guidelines.</p> <p><u>Professional Development Committee</u></p> <p>The district's compliance with continuing professional development plans as required by law and Department of Education guidelines, shall be according to the following:</p> <p>1. A committee consisting of teachers and administrators will be chosen by their respective groups.</p>
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2. The number of persons to be chosen and their area of representation will be determined by the Board.

The Professional Development Committee shall usually consist of:

One (1) teacher from the elementary schools.

One (1) teacher from the secondary schools.

One (1) teacher from the educational support services.

One (1) elementary administrator.

One (1) secondary administrator.

One (1) central office administrator.

One (1) Superintendent.

The Professional Development Committee will be chaired by the Superintendent. The Superintendent may appoint additional nonvoting administrators and ask the teacher to provide additional nonvoting representatives to meet the Professional Development Committee for the purpose of providing additional input.

The Board will approve the recommended plan based on the following:

1. The appropriateness of the plan to effectively meet the educational needs of the district and district long range plans.
2. The financial resources appropriated for professional development.
3. The correlation and coordination with existing and continuing district-wide professional development programs.

The plan must be submitted to the Board for approval every two (2) years prior to the submission date established by the Department of Education.

This requirement is necessary to assure adequate time for the Board's review and final approval.

If the committee fails to submit a plan, the Board reserves the right to submit its own plan to protect subsidy reimbursement and provide continuity in staff development activities.

<p>Title 22 Sec. 49.16</p>	<p>A cover letter will be attached to the professional development plan upon submission which will include this policy statement and the method used to select the teachers and administrators serving on the committee.</p> <p>The Superintendent will develop procedures and guidelines for the operation of the committee, implementation of the plan, and appropriate recordkeeping.</p> <p><u>Induction Plan</u></p> <p>The district shall comply with Department of Education regulations in developing and maintaining an induction plan for first-year teachers and teachers new to the district.</p>
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