

STAFF CONFERENCES/TRAINING/WORKSHOPS

Code **GCCAE** Issued **11/09**

Purpose: To establish the basic structure for the provision of conferences/training/workshops for professional employees.

The board encourages and expects all employees to pursue appropriate staff development activities. Towards that end, the board will include budgetary resources for providing in-service activities and staff development opportunities. Further, the board expects employees to participate actively in staff development activities sponsored by the district or individual schools.

The board believes that it is desirable to provide professional leave for employees in order to attract and retain staff who will continue to grow professionally and enhance their service to the public schools of the district. Professional meetings covered by this policy are those whose specific objectives are to improve staff competencies in their specific education area.

The board directs the superintendent to ensure the development and scheduling of appropriate staff development activities within the school system to enable employees to meet more effectively their responsibilities. The superintendent will appoint a district-level administrator to be responsible for designing, developing and evaluating staff development programs with the involvement of other district personnel. The district's staff development program will include workshops, seminars and course work using both internal and external resources.

The district may grant temporary leave to an employee for the purpose of attending activities designed to improve employee competency or to improve the instructional or service programs of the district.

Within budgetary limitations and staff time commitments to their jobs, employees may attend out-of-district conferences and workshops. The superintendent or his/her designee may authorize professional leave for attending meetings, workshops and conferences (including observing in other schools) without pay deduction. The employee must apply for prior approval through his/her supervisor.

Employees attending professional meetings will be required to share information with appropriate individuals and/or groups when they return.

The superintendent or his/her designee will determine the number of absences allowable for professional leave. Approval for professional leave will also be subject to budget limitations for employing substitutes and reimbursement for travel, meals and lodging.

Professional employees may not serve on more than one Southern Association visit annually. However, the superintendent may give special permission to an employee when special circumstances require more than one annual visit.

Adopted 11/11/09

Legal references:

- A. S.C. Code, 1976, as amended:
 - 1. Section 8-15-60 - Professional development opportunities.