

PROFESSIONAL LEAVE GUIDELINES

The purpose of professional development is to support teachers, paraprofessionals, and administrators in their task to assist students in reaching their full potential. To maximize our efforts, many professional development activities are aligned with our strategic plan and school improvement plans. If there is a need for professional development that is not planned by the District, a teacher or building principal may request participation in professional development opportunities that are offered by other entities. In granting the use of professional development funds and time out of classrooms the following criteria will be used. The professional development should:

1. Support the district school improvement plan.
2. Extend district professional development activities.
3. Provide knowledge of classroom strategies that are anticipated to improve student achievement.

Professional development leave may be granted for special appointments to state or national boards, conferences, or such professionally recognized achievements not necessarily related to the teacher's job assignment. Because of the great amount of time required when a staff member of a school system is chosen to serve in professional positions, permission should be secured from the building principal and the Director of Instruction before accepting or seeking the position.

1. Such appointments or recognition should reflect with honor upon the individual chosen and Dickinson Public School District #1.
2. Recognizing the vital importance of classroom teachers being with students for whom they are responsible, this type of activity shall not exceed three full days for any licensed employee during the school year. One of the three days will be charged to the staff member's personal leave days, or the day will be a salary deduct day. Exceptions may be granted on an individual professional activity's merit at the discretion of the Superintendent with notification to the School Board.
3. Persons receiving such appointments shall not represent or speak for the School Board or Dickinson Public School District #1.

The final decision concerning the approval of professional leave will be based on:

1. Workshop/meeting description.
2. Teaching assignment.
3. The degree to which the workshop/meeting could be implemented into our curriculum.
4. The relationship between the workshop/meeting and the applicant's teaching assignment.
5. Applicant's number of days of previous and/or anticipated absence from the classroom.
6. The total amount of professional leave used throughout the District.
7. The amount of professional leave in any one school in the District.
8. Cost and money available for professional leave.

All professional development activities need building principal and Director of Instruction approval. All requests from teachers for professional development activities will also need to be approved by the Professional Development Committee. Applications from teachers will be reviewed once a month and should be submitted at least three school days prior to the meeting date. (A schedule of meeting dates will be available in the fall of each year.) Forms are available from the building principals of the Director of Instruction. The Superintendent may review all professional leave decisions.

End of Dickinson School District #1 Administrative Regulation DHBA-AR