

## STAFF DEVELOPMENT

The Board of Education encourages all staff to take graduate courses, attend conferences, take part in workshops and participate in in-service training as well as other activities to enhance their effectiveness.

The Board of Education recognizes its responsibility to make the most effective use of its resources in providing a strong educational program for the children of the district. It will provide for the implementation of in-service activities within its fiscal restraints, weighing these against other essential expenditures.

In-service programs will be conducted in the district each year under the direction of the superintendent of schools or his/her designee.

Salary credit may be granted for approved coursework. Formal college coursework must be at the graduate level beyond the master's degree and related to the staff member's current teaching or supervisory assignment. Approved in-service coursework may be applicable as well.

Approval request forms may be obtained from the building principal's office, completed and submitted directly to the superintendent of schools along with a written course description, at least four (4) weeks before the first class session. The superintendent of schools will communicate approval or denial of the request to the staff member no later than one (1) week before the first class session.

The superintendent of schools has the authority to approve released time and expenses for individual staff member's attendance at professional training conferences, study councils, in-service courses, formal college courses, workshops, summer study grants, school visitations, professional organizations, etc. within budgetary constraints. Prior approval must be obtained from the superintendent of schools. In addition, the staff member may be requested by the administration to prepare a report or summary of the meeting attended.

**References:** Ed Law §3604 (8)  
8 NYCRR, Part 80, §100 2(e)(vii)

**ADOPTED:** May 7, 1997