

Staff Development Guidelines for Teachers/Administrators 2007-2008

- **Administrative Summer Conference – August 1-2**
- **Administrative Workshop - August 13**
- **New Teacher Institute – August 14-16 MacArthur High School (District Exchange Credit Given for August 15-16 for 0 year teacher.)**
- **Exchange Days**
 1. **Two district days**; district days **MUST** be done consecutively if attending District Exchange Conferences or multiple day workshops.
 - It is intended that teachers have every opportunity to earn enough staff development credit **PRIOR** to the following dates to exchange for time off in November.
 - Elementary district days, August 6-7 or August 9-10 (Learners)
 - Secondary district days, August 9-10 or August 13-14 (Continuous Learners and Learners)
 - Specialized out of district workshops with prior approval of division director of staff development. (PE, Fine Arts, Deaf Ed, etc.)
 - Failure to complete the required 12 district hours by **November 1** will result in employees coming to the administration building for training on November 19-20. **Registration will be required by November 9.** Failure to complete the 12 hours will result in a corresponding loss of wages.

Procedures Governing District Exchange Days for Continuous Learners (November 19, 20)

- **Offerings may be any of the following for Elementary Teachers and Specialized Secondary Teachers:**
 1. district level workshops,
 2. technology June 11-14 and August 6-10,
 3. Region 10 offerings related to teaching assignment and on personal time. Prior approval from principal and division director of staff development. A copy of certificate will need to be provided to the staff development office for input into CourseWhere.
 4. Specialized out of district workshops with prior approval of division director of staff development.
- **Secondary core teachers must attend either:**
 1. 07-08: Secondary Laying the Foundation: PreAP Strategies Session 1 8/9/2007-8/10/2007 Nimitz High School, OR
 2. 07-08: Secondary Laying the Foundation: PreAP Strategies Session 2 8/13/2007-8/14/2007 Nimitz High School

2. **Two campus days** (principal's discretion)
 - **Reserved for Campuses – August 20-24** protected campus days that CIC may organize to fit campus needs.
 1. **August 20-23 Campus Days:** for staff development; orientation; and **Exchange Credit for January 3-4**
 2. **August 24 campus day** for teachers to **work** in classrooms
 - Failure to complete the required 12 campus hours by **December 17** will result in staff development being held by the **CAMPUS** on January 3-4. Failure to complete the campus 12 hours will result in a corresponding loss of wages.

Procedures Governing Campus Exchange Days (January 3-4)

1. **ALL** campus exchange days must occur on campus
2. **For campus staff development, principals or designated person should send sign-in** sheets to the staff development office for back up in **Coursewhere** which shall be the **official record** for determining **Exchange credit**
3. Personal leave may **NOT** be used for November 19-20 or January 3-4 except for an emergency as approved by the Superintendent.
4. For teachers hired after **October 1**, or for those who have not fulfilled at least 12 hours of contracted time, the district will offer options on November 19-20. The **CAMPUS** will be responsible for **January 3-4**.

*Note: Principals, assistant principals, counselors, diagnosticians, librarians, ITS and other campus personnel must work the number of days on their contract. A **list** of those staff members who are **part time** should be sent to the staff development office to allow for adjustments in the CourseWhere system. Flexibility is allowed so long as “off days” do not interfere with job responsibilities and are approved by their supervisor.*