

## **PROFESSIONAL GROWTH AND PROFESSIONAL MEETINGS**

### **Professional Growth**

The School Board believes that continued study is a prerequisite for continued professional growth of staff and, therefore, encourages the participation of professional staff members in in-service and other training programs.

The Superintendent may plan and implement a program of staff development for:

- A. professional staff members;
- B. support staff members;
- C. explore other training program.

The Board may reimburse staff members for the cost incurred in participation therein.

Participation in the program shall be voluntary and shall not be considered part of the duties of any participating staff member.

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### **Professional Meetings**

The School Board encourages opportunities for professional staff members to develop increased competence beyond that which they may attain through the performance of their assigned duties through attendance at professional meetings.

For purposes of this policy, a professional meeting shall be defined as any meeting that is related to the activities, duties, or responsibilities of professional staff members as determined by the Superintendent.

### **General:**

1. With the exception of the Superintendent, all requests to attend professional meetings, in which the corporation incurs costs such as substitute pay, registration fee, etc. must be approved by the Board after prior approval of the building principal and the Superintendent. It is the responsibility of the Superintendent to inform the Board of his attendance at professional workshops and conferences.

2. Any request should be made far enough in advance that Board approval can be secured at a regular meeting.
3. The Board may allow for the following expenses (partially or totally, depending on expense): (1) registration fee, (2) transportation, (3) lodging, and (4) reasonable cost of food.
4. An approved claim for reimbursement shall be filed with all the necessary receipts: registration, transportation, lodging and meals.
5. Information gained from the professional meeting shall be reported back to the appropriate administrator and/or appropriate staff members. A written or verbal report shall be filed with the Board.

### **Administrative Staff**

1. Elementary Principal:
  - a. State Conferences: The principal may attend this conference each year.
  - b. Other Conferences: The principal may attend depending on the value, cost, and other factors.
2. Secondary Principal:
  - a. North Central Association Convention: The principal may attend this each year.
  - b. State Conference: The principal may attend this each year.
  - c. Other Conferences: The principal may attend depending on value, costs and other factors.
3. Assistant Principal: Assistant principals may attend, with approval, one state conference each year.

### **Other Staff:**

1. The band director may be allowed to attend the Mid-West National & Orchestra Clinic.
2. The choral director may be allowed to attend the annual state meetings.

3. The vocational agriculture teacher may be allowed to attend the following:
  - a. IVATA Convention.
  - b. State FFA Convention.
  - c. State FFA Camp.
  - d. Vocational Agriculture Day.
  - e. National FFA Convention. The Board will only pay the costs of the substitute teacher.
4. The athletic director may be allowed to attend the Annual State Athletic Director's meeting. The athletic department will pay all costs incurred.
5. The varsity basketball and football coaches may be allowed to attend one clinic per year. The Board will only pay the costs of the substitute teacher.

The Superintendent shall prepare administrative guidelines to implement this policy.

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