

Chapter 5: PERSONNEL**General Personnel Policies****Staff Development Program****Effective Date**

March 12, 2008

Supersedes Policy Issued

November 8, 2006

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The School Board recognizes that the key to a successful educational program is a well-trained, competent staff dedicated to professional growth. While professional growth through participation in ongoing staff development activities is the responsibility of all employees, the encouragement for such professional growth is a District obligation. Therefore, the District should assist in the development and scheduling of appropriate staff development activities which will enable employees to effectively meet their responsibility.

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for certificated staff members shall be designed to effectuate the District and School Improvement Plan(s) so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every 2 years, the in-service training of school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psycho stimulant medication for school-age children.

In accordance with this policy, the District will maintain a staff development program, committing time and available resources to enhance the skills and aptitudes of employees.

The District will provide staff development opportunities through:

1. planned in-service programs, courses, seminars, and workshops offered within the District;
2. visits to other classrooms and schools, and attendance at conferences, workshops, and other meetings;
3. leaves of absence for advanced training and internships.

With the Superintendent's approval, staff members may be released with full pay to attend conventions, professional meetings and workshops, visit exemplary programs, and participate in other professional growth activities. At the time of approval, the Superintendent will indicate which expenses, if any, will be reimbursed by the District. After participation, at the discretion of the Superintendent or Building Principal, a written summary shall be submitted to that person giving the activity's highlights.

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With the Superintendent's approval, staff members may be released with full pay to serve as speakers, consultants, or resource persons outside the District. The staff member accepting such assignments may not accept any fee or honorarium other than a reasonable fee for preparation done outside of the working day. The employee or the institution receiving the services is responsible for travel, lodging, and meal expenses and for substitute costs if any are incurred.

Teachers are required to annually furnish evidence of professional growth in accordance with the Superintendent's procedures.

LEGAL REF.: 105 ILCS 5/2-3.60, 10-22.39, 5/10-23.12, 5/24-5, and 110/3.
745 ILCS 49/1 et seq. (Good Samaritan Act)

CROSS REF.: 3.040, 3.050, 4.160, 5.090, 6.015, 6.020