

General Personnel

Administrative Procedure - Staff Development Program

All District-sponsored staff development program, including in-services, shall be approved by the Superintendent. The Superintendent, at his/her discretion, may appoint an advisory committee to plan district-sponsored staff development activities.

Staff development opportunities exist through the following:

- A. Planned in-service programs, courses, seminars, and workshops are offered with the District

Every staff member is encouraged to suggest topics, formats, and speakers for in-service meetings. Suggestions should be given to the Superintendent. State law mandates that these topics be covered in in-service programs:

1. adolescent and teen-age suicide for guidance counselors, teachers and other school personnel who work with pupil in grades 7 through 12 (105 ILCS 5/3-14.8, 5/10-22.39, and 5/34-18.7);
2. child abuse (105 ILCS 5/10-23.12), AIDS (105 ILCS 5/10-22.39);
3. training for special education personnel (23 Ill. Admin. Code sec. 226.890); and
4. anti-violence and conflict resolution, including peer counseling (105 ILCS 5/3-11, as amended by P.A. 91-491, eff. 8-13-99).

- B. Visits to other classrooms and schools, as well as attendance at conferences, workshops and other meetings may be requested.

With the Superintendent's approval, staff members may be released with full pay to:

1. attend professional conventions and meetings, to visit exemplary programs, as well as to 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, a written report must be submitted to the Superintendent summarizing the activity's highlights.
2. 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.

3. attend training and staff development programs sponsored by an Educational Service Center (105 ILCS 5/2-3.62), the Illinois Department of Education , the Illinois Association of School Boards, or any other professionally-sponsored education program. At the time of approval, the Superintendent will indicate which expenses, if any, will be reimbursed by the District. After participation, a written report must be submitted to the Superintendent summarizing the activity's highlights.
- C. Leaves of absence for advanced training and internships are governed by Board policy on leaves.