

RABUN COUNTY

PROFESSIONAL LEARNING LOCAL GUIDELINES

REQUESTS:

- All professional learning must meet at least one of the professional learning goals.
- All professional learning activities must be redelivered to peers, faculty, and/or principal.
- Professional Learning should be related to one of the following categories:
 - Professional Learning Goal (PLG) or Professional Learning Plan (PLP)
 - Field(s) of certification
 - School/System/Individual Improvement Plan
 - Annual Personnel Evaluation
 - State/Federal Requirements

TRAVEL:

- *Registration will be paid up front by the person attending the workshop or conference except in special circumstances. Please contact Kelly Nixon for specific information. THE CENTRAL OFFICE WILL NOT HANDLE REGISTRATION.* Reimbursement will be made after documentation has been received from the person attending the workshop or conference. Copies of cancelled check or credit card statement must be submitted for reimbursement.
- Reimbursement will be paid for travel outside the county. Car pooling is strongly encouraged. Mileage will be reimbursed for one participant of every group of four attending the same workshop.
- **Receipts for meals should be attached to travel sheet for reimbursement.**
- **Highlight sessions attended on conference agenda and attach to travel sheet.**
- Maximum claimed for conferences may not exceed \$700 per year, per person.
- Reimbursement requests must be made within **45 days** of workshop/conference in order to be honored.

STIPENDS:

- Stipends may be paid to all full time certified employees and paraprofessionals for completed training outside of the regular contracted hours, if funds are available. Stipends will be in increments of \$125 per day with a limit of \$1000 per year. **EXCEPTION:** People working on local endorsements will receive \$100 per PLU for the entire program.
- Stipends may only be awarded if there is evidence that the competencies gained during the Professional Learning are aligned with an individual plan (PLG or PLP), or a school or district improvement plan.
- Stipends may only be awarded if there is evidence that the competencies gained have been implemented or demonstrated in the classroom/work setting.
- Stipends may be awarded if an administrator requests you attend the training.

COURSE PAYMENTS:

- **If the system pays tuition for a teacher who plans to add a certification field in an area of critical need, the participant must either complete the entire program of study or reimburse the system for courses taken toward partial completion of a program of study.**
- The teacher must pay tuition up front and ask for reimbursement upon completion of the course(s) as evidenced by a copy of grades.
- Contracted services for system employees teaching a course will be \$50 per hour. This must be outside their contract hours or expected job duties and responsibilities.