

FARIBAULT PUBLIC SCHOOLS  
Faribault, Minnesota

Staff Personnel  
Series 400

**IN-SERVICE EDUCATION**  
Policy No. 405.6

The Board of Education recognizes the need to provide growth opportunities for all staff members. The Board also recognizes that one of the duties of the Continuing Education Committee is to "provide information to appropriate personnel concerning the in-service needs of the district".

It is thereby the policy of the Faribault Board of Education to direct the administration to work cooperatively with the Continuing Education Committee in the development of a professional in-service program which will meet the needs of the teachers of the District.

The activities of this program are to be evaluated by the Continuing Education Committee and should be treated in the same manner as other requests for renewal units.

October 14, 1974  
Date of Adoption

Edu. Regulation 540-551  
Legal Reference

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IN-SERVICE EDUCATION  
Administrative Procedure For  
Policy No. 404.6 & 405.6

In-service education in the Faribault Public Schools can be sub-divided in three broad categories: (1) non-credit programs, (2) college credit programs, and (3) professional credit programs.

Non-credit programs are those in-service activities which are conducted during the normal working day and to which certified staff may be required to attend. Faculty meetings, department meetings, and approved committee meetings are but a few examples of activities which fall into this category.

College credit programs refers to the successful completion of college or university course work, graduate or undergraduate, in extension courses, correspondence courses or on-campus work. Pursuit of this type of credit is an individual matter, and it is the responsibility of each person obtaining such credit to report this to the administration for salary schedule purposes and/or to the Continuing Education Committee for certificate renewal credits.

Professional credit programs are in-service and other activities for which staff members may receive certificate renewal credits with the approval of the Continuing Education Committee.

The Continuing Education Committee may recommend to the administration areas for in-service activities as required in the list of duties set for the for this

committee: "(7) Provide information to appropriate personnel concerning the in-service needs of the district".

An In-Service Planning Council made up of six teachers elected by departments, two secondary, two elementary, one FATE, one AVTI, and two administrators appointed by the Superintendent from all levels and schools, will initiate and review programs and make recommendations to the administration on in-service course offerings, length of course, content, structure, and on attendance of teachers at conferences and conventions. In addition, the administration and Department Heads may recommend that staff members be approved to attend meetings or conferences.

In-service courses would be conducted by qualified local personnel or by qualified personnel from outside the District, depending upon the circumstances. Classes would be held during after-school, evening hours, or in some cases on released time, and would be tuition free. Credit would depend on the scope of the course and the evaluation by the Continuing Education Committee.

It is recommended that professional growth credit be based on unit equivalent of ten hours of participation to one quarter hour of college or university credit.

Each employee is responsible for reporting his/her professional growth activities to the Continuing Education Committee.

The primary responsibility of the In-Service Planning Council is to study in-service needs of the total school system. When the study discloses a need which can be met through a professional credit course, seminar, or workshop, the

committee will prepare a

report to be presented to the administration. The report will include:

1. Course, workshop, or seminar name
2. Number of contact hours
3. Proposed meeting schedule
4. General course outline
5. Probable instructor
6. Estimated cost

The purpose of this preliminary report will be to provide information to the administration. The administration will review the report and will return it to the committee, either with tentative approval or with suggestions for change.

After the administration has tentatively approved a proposal for an in-service course, it will be the committee's responsibility to complete the details of course organization and to file a final report.

Requests to attend conferences and conventions shall be channeled through the department head and the building principal. Where there is no department head, the request should be through the building principal or director by May 1 of each year. The committee will review each request and will make recommendations to the administration based on the best judgment and knowledge of the situation and the amount of money available.

The administration will make the final recommendation, and will provide the Board of Education with a copy of the approved list.