

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
- Approval is subject to the availability of funds.

TRAVEL:

- **Conference Registration** - Registration (early bird or regular rates only) will be paid up front by the district once approved. If you are unable to attend for any reason, you must notify administration immediately and work to find a substitute to attend in your place.
 - A copy of the conference agenda with sessions you attended highlighted must be attached to your travel reimbursement sheet.
- **Mileage** - The 2 system vehicles must be used (mileage reimbursement will only be issued if neither vehicle is available - when checking out a vehicle, the longest trip takes priority.) Please contact Kelly Nixon to reserve a vehicle once your professional learning request is approved.
- **Hotel Accommodations** - Hotel reservations will be covered by the system up to the group rate provided by the conference. Prior to leaving for the conference, you **MUST** check out a purchasing card (p-card) from the BOE to use to pay for your room. Along with the p-card, you will be given a tax exemption form. Principals should email Cindi Dean or Gail Allen giving permission for the card to be checked out ahead of time.
 - P-Cards MUST be returned to the BOE the next working day after returning from the conference. A copy of the hotel receipt must be included when returning the card.
- **Meals** - Meals provided during conferences and training are not reimbursed. Applicable meals the employee purchases during travel for professional learning will be reimbursed based on the per diem scale listed on the reimbursement expense statement.
- Upon returning from professional learning, reimbursement requests must be made within 45 days of workshop/conference. The Professional Learning/Leave Form is completed electronically on Etrieve. Please complete the entire form, including but not limited to the purpose of the trip, date of the trip, time leaving and arriving, and tag number.

STIPENDS:

- When funds are available, stipends may be paid to all full time certified employees and paraprofessionals for attending system sponsored workshops on non-contract days/time. Stipends will be in increments of \$125 per day with a limit of \$1000 per year.
- Stipends may only be awarded if there is evidence that the competencies gained during the Professional Learning Activity are aligned with an individual plan (PLG or PLP), 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.