

# ADMINISTRATIVE REGULATION

No. 313a

Board of Trustees

Douglas County School District

CERTIFICATED STAFF

## PROFESSIONAL GROWTH ACTIVITIES ATTENDANCE

The Douglas County School District recognizes the importance and value of instructional staff attending workshops, seminars, conferences, and other professional development activities to the extent that such attendance promotes identified District and school student achievement goals and does not have an adverse or detrimental effect upon the day-to-day instructional program delivered to students. Quality professional development is that which is research-based, aligned with goals, and for which follow up activities and/or implementation is required. Of primary importance to the district is the continuous, sequential, and stable classroom environment provided by the regular classroom teacher on a consistent daily basis.

With this balance in mind, administrators, at all levels, are expected to consider the following guidelines prior to approving professional growth attendance by staff during regularly scheduled instructional days:

### **1. District Initiated**

Priority for professional improvement leave should be given to district-sponsored programs, research-based staff development such as that provided by PDC, curriculum development, and needs addressed in the District Performance or Strategic Plan.

### **2. Site/Department Initiated**

- A. Attendance at out-of-district and out-of-state conferences should be carefully considered in terms of number of days out of the classroom, quality of the presentations, contribution to district's priorities, as well as total cost.
- B. Administrators should consider the total number of instructional days per year each individual teacher participates in professional growth activities with due consideration given to the frequency that a particular teacher could be out of the classroom.
- C. Administrators should also give due consideration to the number of individuals from staff who attend any particular activity. The concept of sending selected individuals who would return to the district and share important information

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should be a first consideration. Approving the attendance of more than two (2) staff members from one school or from specific departments or from single grade levels requires Superintendent authorization.

- D. The site allocation for licensed staff attending site/department initiated professional growth activities will be a maximum of one-quarter (1/4) day per school per year per licensed employee assigned to the roster of that site/department. This is not to be construed to mean that all available days must be utilized. All such days must be requested of the Superintendent on the form provided and approved prior to the professional development event. Once this annual limit is reached, no additional release days will be authorized unless specifically approved by the Superintendent. All absences under this regulation will be properly reported in the appropriate column on the District Absence Report form.
- E. Staff members attending a conference or workshop will be responsible for reporting to the appropriate individuals upon their return. The type of report will be determined by the staff member(s) and the administrator.
- F. It is also suggested that consideration be given to the presenter bringing a program to a school if it proves more cost effective than sending several individuals out of District.
- G. No individual employee will be released for out-of-district conferences for more than three (3) days in any given school year without the Superintendent's approval.
- H. All administrators wishing to attend out-of-district conferences must first receive approval from the Superintendent.

[See Policy related to this Administrative Regulation](#)

03/94  
Revised: 11/04  
12/12