

IN-SERVICE

- I. It is the policy of the district that maximum possible attention is given to in-service and pre-service staff development programs. The Superintendent is directed to adopt in-service programs which will provide the knowledge and skills for teachers to improve the learning/teaching process. All new staff will be provided with a pre-service orientation that will include, but not be limited to, instruction regarding classroom management, a tour of the district and facilities, a review of administrative procedures, and overview of benefits and a meeting with building administrators.

- II. Description of In-Service Programs for Credit
 - A. Origin of Program
 1. Program(s) mandated by the school district or State Education Department in which all or segments of the teaching staff must participate.
 2. Programs which evolve from needs established by the teaching staff, administration, or the Board of Education in which participation is voluntary.
 3. Programs requested by individual teachers and offered through the Center State Teachers' Center.

 - B. Program Definitions
 1. Courses, seminars, workshops, regular-year curriculum development projects.
 2. Scheduled at times other than during regular school hours and for which no other compensation is given or requested from any other source.
 3. Program content supports and enhances the educational objectives and goals of the Waterville Central School District in that the content is directly related to the instructional program or to the improvement of teacher effectiveness.

- III. Credit/Recognition
 - A. Approved in-service education program(s) by the Board of Education will accrue one (1) graduate credit hour for each fifteen (15) clock hours of instruction for a maximum of two (2) years.

 - B. Each course, seminar or workshop must be successfully completed and certified to qualify for graduate hour credit.

POLICY

PERSONNEL

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III. Procedures for Program Approval

- A. At least two (2) weeks prior to the commencement of the program a definitive description of the program, complete with the requested amount of credit, must be provided to the building principal for action and referred to the Superintendent of Schools for action.
- B. Programs mandated or sponsored by the school district or Center State Teachers' Center are recommended by the Superintendent of Schools to the Board of Education for its approval on an individual basis. The Superintendent will provide written notification of approval or disapproval of the request by the Board of Education to the applicant.
- C. In the event of extenuating circumstances (such as less than two weeks notice of the program) requests will be considered on an individual basis.
- D. Upon completion of the in-service program, an In-Service Evaluation Reaction and Official Certification Form must be submitted to the Superintendent of Schools.

Waterville Central School District

Adopted: 11/24/93

Readopted: 08/26/97

Revised: 01/26/16