

**POLICY—400.213—PROFESSIONAL DEVELOPMENT CONFERENCES**

	<b>DISTRICT CODE:</b> 400.213	<b>ADOPTED:</b> 6.13.2017
	<b>RESCINDS:</b>	<b>ADOPTED:</b>

**BOARD POLICY**

1. The Board of Education recognizes quality professional development supports effective instruction for students and professional development conferences and activities are an important component in staff preparation and training.
2. Canyons District schools, licensed employees, school administrators, and district staff are encouraged to participate in professional development conferences and activities, and other events, which provide opportunities to acquire knowledge, learn from state and national educational leaders, and remain current in respective disciplines as part of one proactive educational system.
3. Professional development conferences or conference travel is an important component of an effective school system. Opportunities for professional development are provided for District and school benefit and are not based on job title, personal reward or privilege. Employee participation in professional development conferences activities is subject to funding limitations and approval.
4. The Board authorizes the Superintendent and District Administration to develop administrative regulations consistent with this policy, subject to review and approval by the Board.

	<b>ADMIN REG:</b> 600.213-1	<b>APPROVED:</b> 6.13.17
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**ADMINISTRATIVE REGULATION—600.213-1:** (Application Process; Position Considerations)

**Application Process:**

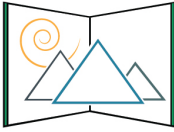
1. A request for a professional development conference or activity must include:
  - 1.1. The professional development conference documentation (e.g., information brochure) and District travel authorization forms and anticipated expenses.
  - 1.2. A completed and signed professional development and district travel ethical behavior agreement.
2. Professional development conferences and travel authorization requests must be reviewed and approved by the appropriate designee prior to registration.

**Professional Development Approval by Position:**

3. District Office:
  - 3.1. A request for a professional development conference or activity, inside or



- outside the State of Utah, that is longer than one day or involves more than five (5) employees must be submitted to an assistant Superintendent and the Chief Financial Officer for review.
- 3.2. An Assistant Superintendent and CFO will bring requests for professional development to the Superintendent's Cabinet for review and discussion.
  - 3.3. Final approval must be received from the Cabinet prior to registration for the professional development conference or activity.
  - 3.4. District Office Personnel requiring professional development for credentialed certifications or future District training will be given priority for professional development approval.
  - 3.5. Requests for professional development conferences or activities by Cabinet members must be reviewed and approved by the Superintendent.
4. School Administrators:
- 4.1. Recognizing the importance of student learning and achievement, school administrators should pursue professional development opportunities at times and periods when students are not in session.
  - 4.2. School administrator professional development requests shall be determined by District initiatives and school needs.
  - 4.3. Requests from school administrators requesting professional development must be reviewed and approved by the Office of School Performance.
5. Licensed Employees
- 5.1. Employees who participate in professional activities at the request of the school District will be provided release days and financial considerations as determined by the District.
    - 5.1.1. Each school shall have a quota for professional leave days that may be used during the year for authorized professional activities. The formula for each school shall be one (1) day per 5.0 full-time equivalents (FTEs).
    - 5.1.2. Time spent in professional leave activities shall not be counted as an employee absence.
    - 5.1.3. Principals may use one or more professional days to cover the absence of an employee asked to attend a convention by a sponsoring organization provided the employee's attendance would benefit a school program or curriculum.
  - 5.2. Employees asked to attend a convention by a sponsoring organization whose absence is not covered by professional days have the following options:
    - 5.2.1. Use accumulated personal leave days with conference expenses covered by the employee or sponsoring organization.
    - 5.2.2. Use non-paid personal leave days according to District Leave policy. All conference expenses must be covered by the employee or



sponsoring organization.

- 5.2.3. The principal shall have responsibility for assigning the professional leave days after consideration is given to input and recommendations from the school advisory council.
- 5.2.4. Each school must submit an annual report including the number, names and types of release time activities to the Office of School Performance.
- 5.2.5. Professional Development Days may only be used for workshops, conferences or activities in support of a teaching assignment. Professional Development Days may not be used for activities related to extracurricular assignments.
- 5.2.6. Teachers shall submit requests for conference participation to their school principals. Schools are authorized a specific number of professional days to be used at the discretion of the principal. Otherwise, teachers or the organization they represent are responsible for their expenses (e.g., Career and Technical Student Organization (CTSO) teachers assigned to supervise students at a CTSO conference will have expenses paid through CTSO funds).
- 5.2.7. Teacher conference travel shall be rotated so that representatives of all subject areas receive equal consideration.

**6. ESP Employees:**

- 6.1. The Superintendent establishes the Educational Support Professional (ESP) Development Committee to encourage, guide, and reward the professional development of staff members and delegates to the District Administration to oversee the function of ESP Development Committee with ESP Development Committee Guidelines.

**EXHIBITS**

None

**REFERENCES**

None

**FORMS**

None

*CANYONS BOARD OF EDUCATION*

This online presentation is an electronic representation of the Canyons School District's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent located at 9361 South 300 East, UT 84070.