

SECTION: PROFESSIONAL  
EMPLOYEES

TITLE: PROFESSIONAL GROWTH  
GUIDELINES

ADOPTED: November 9, 1995

REVISED: January 11, 2007

# Palmyra Area School District

433. PROFESSIONAL GROWTH GUIDELINES	
1. Purpose	Continued professional study (and in-service training) are prerequisites for continued and professional growth and advanced ability to undertake increased responsibility. Therefore, these guidelines are established for all professional personnel.
2. Guidelines	<p>All professional employees are encouraged through graduate study, special study, or in-service training to further advancement in accordance with these guidelines.</p> <p><u>Attendance at Conferences and Conventions</u></p> <ol style="list-style-type: none"><li>1. All requests for conferences and conventions shall be made through the building principal and approved by the principal, the Superintendent and the Board.<ol style="list-style-type: none"><li>a. Requests for attendance at meetings of one (1) day or less shall also be reviewed and approved by the Superintendent.</li><li>b. Requests for attendance at meetings of more than one (1) day shall also be reviewed and approved by the Superintendent and the Board.</li></ol></li><li>2. Requests shall include the purpose and dates of the meeting and the estimated costs associated with attendance (i.e., registration, transportation, lodging, etc.)</li><li>3. Expenses shall be paid for conference fees, lodging, car parking and travel.<ol style="list-style-type: none"><li>a. These costs shall not exceed \$450.00 for all professional personnel, except principals, the Assistant Superintendent, and the Superintendent.</li><li>b. Cost for attendance at meetings by principals, the Director of Curriculum, Assistant Superintendent, and the Superintendent may exceed \$450.00.</li></ol></li><li>4. The number of secondary teachers permitted to attend any one conference</li></ol>

<p>School Code 1205.1</p>	<p>will be limited to one (1) teacher per department in the high school and one (1) teacher per department in the middle school.</p> <ol style="list-style-type: none"><li>5. The number of elementary teachers permitted to attend any one conference will be two (2).</li><li>6. The number of special subject teachers (i.e. phys-ed, librarian, tech ed, art, music, family and consumer science, driver ed., and nurses) permitted to attend any one conference will be determined as follows:<ol style="list-style-type: none"><li>a. Subject area with four (4) or less teachers, K-12, will be one (1) per conference.</li><li>b. Subject area with five (5) or more teachers, K-12, will be two (2) per conference.</li></ol></li><li>7. Upon return from conferences, professional personnel will be required to submit a report about the proceedings and present information to peers.</li></ol> <p>The Board reserved the right to deviate from this policy when it deems it is in the best interest of the District to do so.</p>
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