
General Personnel

Administrative Procedure – Staff/Professional Development and In-Service Training

All District-sponsored staff/professional development opportunities, including in-services, shall be approved by the Superintendent or designee.

Staff/professional development opportunities exist through the following:

- A. Planned in-service programs, courses, seminars, and workshops are offered within the District. State law mandates that these topics be covered in in-service programs:
1. adolescent and teen-age suicide for guidance counselors, teachers, and other school personnel who work with pupils in grades 7 through 12 (105 ILCS 5/3-14.8, 5/10-22.39, and 5/34-18.7);
 2. child abuse (105 ILCS 5/10-23.12), AIDS (105 ILCS 5/10-22.39);
 3. training for special education personnel (23 Ill. Admin. Code § 226.890); and
 4. anti-violence and conflict resolution, including peer counseling (105 ILCS 5/3-11, as amended by P.A. 91-491, eff. 8-13-99).
 5. at least once every 2 years, the in-service training of certified school personnel and administrators shall include training on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.
- B. Visits to other classrooms and schools, as well as attendance at conferences, workshops, and other meetings may be requested.
- With the Superintendent's approval, staff members may be released with full pay to:
1. attend professional conventions and meetings, to visit exemplary programs, as well as to participate in other professional growth activities. At the time of approval, the Superintendent will indicate which expenses, if any, will be reimbursed by the District. After participation, a written report must be submitted to the Superintendent summarizing the activity's highlights.
 2. serve as speakers, consultants, or resource persons outside the District. The staff member accepting such assignments may not accept any fee or honorarium other than a reasonable fee for preparation done outside of the working day. The employee or the institution receiving the services is responsible for travel, lodging, and meal expenses and for substitute costs if any are incurred.
 3. attend training and staff development programs sponsored by the Regional Office of Education (105 ILCS 5/2-3.62), the Illinois Department of Education, the Illinois Association of School Boards, or any other professionally-sponsored education program.
- C. Leaves of absence for advanced training and internships are governed by Board policy on leaves.

Reviewed: May 17, 2004, August 2, 2010

Adopted: August 23, 2004

Revisions Adopted: April 28, 2008