

POLICY

TRENTON BOARD OF EDUCATION
TEACHING STAFF MEMBERS
3244.1
IN-SERVICE DAYS (*Certificated Staff*)

3244.1 In-Service Days (Certificated Staff)

The Trenton Board of Education encourages all certificated staff members to engage in continuing professional development through participation of *In-Service Days* for training and workshops.

Certificated staff members may be permitted to participate in In-Service trainings and workshops, both within and outside the District. An individual requesting the participation of In-Service Days or professional development activities shall meet with their immediate supervisor at least one month in advance to (1) discuss how the professional development aligns with the instructional goals of the school/District; (2) discuss how attending such professional development will enhance the performance of their instructional practice; and (3) schedule dates to turnkey the information received from the professional development.

The names of staff members attending professional development must be submitted in writing by the immediate supervisor, for Board approval, at least one month in advance of the professional development session. Each certificated staff member shall be limited to a total of three (3) In-Service Days per school year. *Teachers on a Corrective Action Plan (CAP) shall be excluded from this limitation of days.*

Certificated staff members who have been approved for an In-Service Day for time away from their Board approved positions, shall submit to their immediate supervisor, within twenty working days, a brief written report that includes the primary purpose of the In-Service Day, the key issues addressed at the event and their relevance to improving instruction of the District.

The Superintendent or his designee shall prepare and distribute to all teaching staff members regulations governing professional development activities.

PROCEDURE:

When a certificated staff member desires to attend a professional development activity, he/she must meet with his/her immediate supervisor to determine the appropriateness of the activity (review of the presenter, date, applicability to current assignment, alignment to instructional goals, number of I-days previously approved, etc.) During this meeting, the attached In-Service Day Form should be collaboratively completed. (***See attachment***)

APPROVAL PROCESS:

If the immediate supervisor approves the In-Service Day request, he/she enters the absence in the on-line Absence Management System. If a substitute is required, the search for a substitute will begin immediately. There will no longer be a second level approval at central office.

The Travel Request Form must be submitted to the Chief Academic Office, at least one month in advance, for approval and placement on the Board agenda.

Adopted: 21 September 2015

Revised (First Reading): 28 August 2017

Second Reading: 25 September 2017

Adopted: 25 September 2017



**TRENTON PUBLIC SCHOOLS
REQUEST FORM FOR IN-SERVICE DAY**

Please print all information.

Name _____ Date _____

School/Office _____ Grade Level _____

I. Title of the Professional Development:

II. Date/Time/Location:

Date

Time

Location

III. Identify how this professional development aligns with the instructional goals of the school or District.

IV. State how this professional development will enhance your instructional practice.

V. Identify the proposed dates to turnkey the information.

Approved **Not Approved**

Supervisor's Signature _____

If approved, the supervisor must enter the absence in the on-line absence management system and the Travel Request Form must be submitted to the Chief Academic Office, at least one month in advance, for approval and placement on the Board agenda.

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