

Series 3000 Personnel

Section 3200 Professional Personnel

Policy 3208 Professional Leave for Meetings and Conferences

3208.1 Rationale

The school board, within limits of financial constraint and sound educational philosophy, encourages the attendance of teachers at conferences, conventions and educational workshops that directly effect the employee's job performance. The board also recognizes the need for teachers to grow and increase their knowledge of their professionalism, while at the same time the board is cognizant of the importance of the presence of the teacher in the classroom.

3208.2 Standards for Approval

The board recognizes that if a teacher or administrator has an excessive number of absences from the classroom or from the school, the quality of the instruction to the students will suffer. Therefore, all professional leave for teachers and administrators requiring a substitute shall be considered by the administrative staff in the following priority and pursuant to the following criteria:

- 3208.2.1 Representing the Harrison County Board of Education as directed by the board and administration.
- 3208.2.2 Activities directly involving students and their activities.
- 3208.2.3 Activities corresponding to a teacher's certification and assignment from which expertise may be gained and subsequently shared with other teachers.
- 3208.2.4 Activities involving county committees
- 3208.2.5 Representation on State Department of Education committees or other State Department activity as approved by the board.
- 3208.2.6 Any other activity deemed appropriate by the superintendent and approved by the board.

3208.3 Release Days

- 3208.3.1 The Harrison County Teacher Organizations will be allocated release days based on a percentage of membership enrollment, not to exceed a total of 57 days for all organizations, for members to attend association related activities. Substitutes for those days will be provided.

- 3208.3.1.1 After any county funds allocated for travel to the association has been expended, travel expenses will be the responsibility of the association or the individual. (This is only for National Association Meeting).
- 3208.3.1.2 Application for release days must be made and approved pursuant to the provisions of this policy.
- 3208.3.1.3 Permission for release shall be through the Superintendent's office.

3208.4 **In-state Meetings**

Those employees desiring to be excused to attend in-state meetings shall make application to the superintendent, who shall have authority to approve or deny the request.

3208.5 **Out-of-state Meetings**

Any employee desiring to be excused from his/her regular duties to attend any out-of-state meeting shall make application to the superintendent for his/her consideration and presentation to the board. All out-of-state meeting applications must be approved by the board. Applications to the superintendent shall be made at least 30 days in advance of the date that board approval is requested. The superintendent may approve untimely applications only when an emergency or other unforeseen event has occurred.

3208.6 **Staff Development**

- 3208.6.1 The professional staff development council shall follow the standards and guidelines established by W. Va. Code 18A-3-8, WVDE Policy 5500 and the policies of this board.