

PROFESSIONAL LEAVE

One of the Board's goals is that "Staff Development" programs will be planned and implemented to enable all personnel to meet students' needs. Participation in regional, state, and national conferences is a major component of Professional Development. Such participation necessitates professional leave.

By definition, professional leave shall be twofold: (1) It may be utilized to enhance professional growth and the teaching profession; or, (2) to enhance one's teaching skills. Both of these purposes shall be considered when granting professional leave.

CRITERIA FOR APPROVING PROFESSIONAL LEAVE

1. Any staff member who is representing Tyler County Schools on a regional, state, or national committee, will be approved to attend appropriate meetings.
2. Any staff member who is serving as a State or National level judge (of a student academic competition) will be granted Professional Leave.
3. Professional staff who attended specific instructional workshops during the summer will be encouraged to attend scheduled follow-up training sessions.
4. If a conference or field trip involves students, the coordinating teacher(s) may chaperone and attend the event. The number of teachers needed to accompany the students will be determined by the principals. NOTE: Teachers who request to accompany their own child on a trip may attend as a parent chaperone by taking Personal Leave.
5. For conferences (meetings) which do not involve students, and more than one teacher in that discipline requests to attend, consideration will be given in the following order:
 - a. teachers who are "dues paying" members of that organization;
 - b. if necessary, limit of two (2) conferences per teacher within a school year;
 - c. more than one (1) teacher per school may be approved to attend a regional, state, or national conference if the teachers' absences do not impose an undue hardship upon the school or considerable disruption to students' learning.
6. Teachers will be permitted to attend a conference in which there is no expense to the Board of Education.
7. Requests to attend meetings and/or conferences of one's professional organization, such as WVEA, will be considered following the same criteria listed in Numbers 5 and 6. A maximum of twenty (20) days of professional leave for the entire membership will be placed on attendance of these meeting(s) and/or conferences.

For coaches, the following stipulations shall apply:

1. Coaches may attend one (1) conference per year directly related to their particular sport. One day of professional leave will be granted for this purpose. The head varsity coach will be granted a maximum of two (2) days of paid professional leave, if that coach does not also request paid leave to attend a state tournament.
2. For a state tournament in which his or her team is not participating, the head varsity coach will be granted one (1) day of professional leave (with pay) to attend, or a maximum of two (2) days if that coach does not also request paid leave to attend a clinic.

EXCEPTION TO POLICY:

Any foreseen financial crisis, such as mid-year budget reduction by the Governor, may cause the cancellation of any or all out-of-country travel expenses for the remainder of the fiscal year.