

CALALLEN INDEPENDENT SCHOOL DISTRICT
**GUIDELINES FOR STAFF DEVELOPMENT COMP. DAY
2017-18 SCHOOL YEAR**

January 2, 2018 and May 28, 2018 are each designated on the 2017-18 school calendar as a Staff Development Flex Day and Student Holiday. All professional employees are expected to earn attendance for January 2, 2018 and May 28, 2018 on or before November 30, 2017 by earning a minimum of **6 staff development hours per day** in accordance with the following guidelines. The purpose of the Staff Development Flex Day is to allow staff members to select staff development activities that most closely align with his/her assigned areas of employment and interest.

1. The employee must identify 6 hours of staff development that are offered at a time when the employee is **not** scheduled to work **between the dates of June 5, 2017 and November 30, 2017**.

Examples of times include but are not limited to:

- days when the employee is not designated to work;
- Saturdays; and
- hours after regularly scheduled working hours.

2. The employee must complete and submit a Pre-Approval to Attend Staff Development Activity(ies) form (see attached) to the employee's supervisor **prior to registering or attending** each of the 6 hours of staff development. Once the supervisor has approved and returned the employee's form, the employee may register and attend the staff development.

3. Examples of staff development activities that may be approved include but are not limited to:

- district training for which the employee receives no compensation (ex: curriculum development/writing, G/T training);
- workshops at the Education Service Center, Region 2 (ESC2);
- technology staff development offered after hours by the District Technology Department;
- conferences attended in the summer such as CAMT;
- EduHero modules Gateway training;
- college courses in the same field as the employee's assignment; and
- New Teacher Orientation.

4. The employee must identify 12 hours of staff development for which no compensation is paid to the employee. For example, if an employee is receiving a \$50 stipend to attend Balanced Literacy training, the employee may not submit this day for approval.
5. Staff development which requires a registration fee may be submitted for approval provided the employee is receiving no compensation and the supervisor has approved paying the registration fee.
6. The employee must submit one or more **original certificates no later than November 30, 2017** to his/her supervisor to verify the employee's attendance at the pre-approved 12 hours of staff development. Employees are encouraged to keep a copy of all staff development certificates for their personal files.
7. Employees who do not earn 6 hours of staff development by November 30, 2017, in accordance with these guidelines will be required to attend staff development activities on January 2, 2018 and May 28, 2018 that are determined by their supervisor.

CALLEN INDEPENDENT SCHOOL DISTRICT

2017-18 PRE-APPROVAL TO ATTEND STAFF DEVELOPMENT ACTIVITY(IES)

 Name _____ Campus/Department

This form must be submitted to the supervisor of the above-named employee for pre-approval to attend the following twelve (12) hours of staff development activity(ies) that meet the Guidelines for Staff Development Flex Day and that shall be used in lieu of attending staff development on January 2, 2018 and May 28, 2018.

STAFF DEVELOPMENT ACTIVITY(IES)

Title/Description of Activity	Date	Presenter	Location	Registration Cost (if any)	Number of Hours
<i>EX: Mastering STAAR Math</i>	<i>7/10/2017</i>	<i>Suzy Smart</i>	<i>ESC2</i>	<i>\$0.00</i>	<i>6.0</i>
1.					
2.					
3.					
4.					

TOTAL HOURS TO BE EARNED: _____

I understand that to earn flex time for January 2, 2018 and May 28, 2018, I must

- Earn twelve (12) hours of pre-approved staff development between the dates of June 5, 2017 and November 30, 2017, and
- Submit original certificates of attendance to my supervisor on or before November 30, 2017.

 Employee's Signature

 Date Signed and Submitted to Supervisor

 Supervisor's Signature

 Date Approved and Returned to Employee

Professional employees must submit this form to his/her supervisor PRIOR to registering or attending staff development flex day activities.