

## Personnel -- Certified

### Staff Development

“Staff development” is viewed by the Board of Education as a continuous systematic effort to improve educational programs in this school district through (1) staff involvement in organized program planning, implementation and evaluation efforts, and (2) activities to upgrade the skills, knowledge and ability of educators to improve student learning.

Staff development experiences, for which CEUs are awarded, should be guided by:

- expectations for student performance as reflected in *Connecticut's Common Core of Learning* and the *Connecticut Framework: Curriculum Goals and Standards*;
- school or district goals;
- actual student performance, as evidenced by the Connecticut Mastery Test (CMT) and the Connecticut Academic Performance Test (CAPT) in addition to other indices; and
- what teachers need to know and be able to do to improve instruction that advances student learning.

Teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education to enhance the capabilities of educators to improve student learning. Significant opportunities should also be offered annually to enhance the abilities of staff to promote student mastery in literacy and numeracy. The Board of Education recognizes that it shares with its certified staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board of Education and teachers' organizations support the principle of continuing training of teachers and the improvement of instruction.

All employees shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

Special effort shall be made to prepare teachers and other school personnel to meet the needs of students of diverse cultural and ethnic backgrounds. Planning and implementation of such programs shall be done cooperatively by administration, teachers and parent advisory groups. Special effort shall also be given to administrators and/or supervisors in training pursuant to their obligations in the evaluation of the teacher.

Staff development activities should respond directly to the educational needs of the student body, including, (a) content areas such as language arts, including reading, writing, speaking, listening, viewing and enacting; math, social studies and science; (b) methodological areas such as motivation, teaching techniques, and classroom management; and (c) affective areas of interpersonal relations of students and faculty, student growth and development and staff communication, problem solving, and decision making. The in-service program shall fulfill all applicable statutory requirements, especially those delineated in CGS 10-220a.

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### Staff Development (continued)

The Superintendent may provide the staff with opportunities in areas such as the following:

1. Released time and leaves of absence for travel and study.
2. Visits to other classrooms and other schools for purposes of problem solving, experimenting and interacting professionally with colleagues.
3. Conferences involving other personnel from the district, county, state, region and nation for purposes of problem solving, experimenting and interacting professionally with colleagues.
4. Writing of professional journal articles.
5. Opportunities for curriculum development.
6. Training classes and workshops offered within the district which fulfill "*Connecticut's Guidelines for the Issuance of Continuing Education Units Required for Certification.*"
7. Further training at, or in cooperation with, institutions of higher learning, as provided by law.
8. A full and up-to-date professional library for the certified staff made available for optimum reference use.
9. Professional educational conferences.

The Superintendent is to report annually to the Board of Education on the professional development prior to the end of the school year.

(cf. 4115 - Evaluation)

(cf. 4131.5 - Continuing Education Units)

Legal Reference: Connecticut General Statutes

10-27 Exchange of professional personnel and students.

10-220a In-Service training.

10-226f Coordinator of intergroup relations.

10-226g Intergroup relations training for teachers.

10-145b Teaching certificates.

PA 95-58 An Act Concerning Teacher Evaluations, Tenure and Dismissal.

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS  
East Hampton, Connecticut

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### **Exchange Teaching; Exchange Administrators/Supervisors**

#### **Certified Staff Exchange Program Procedures**

Certified staff exchanges shall be approved and implemented under the following administrative procedures.

1. All exchanges will be subject to approval by the Board of Education.
2. Any certified staff member may make application to participate in an exchange. Such application shall be completed in a format as set forth by the Superintendent.
3. Applications for exchange must be submitted to the Superintendent in the year prior to the proposed exchange.
4. Responsibilities
  - A. The local staff member shall be responsible for making all arrangements and compliance with laws, rules, and regulations. Any expenses incurred by the local staff member, unless expressly stated otherwise, will be the responsibility of the local staff member.
  - B. All exchange staff must be properly certified.
  - C. Exchange staff shall be required to know and implement the local districts curriculum and comply with the rules and regulations of the local public schools.
  - D. The Superintendent of Schools may terminate the exchange at any time if he or she determines it is in the best interest of the school system to do so.

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### **Visitations; Conferences**

The Superintendent may grant convention or conference leaves to teachers, or permission to observe an activity in another school building or school system without loss of pay.

The Board agrees to reimburse, within budgetary limitations, all teachers attending a convention or conference, or observing activities in another school system for all reasonable expenses.

Written requests for permission to attend conferences, conventions or visitations to other schools shall be approved by the immediate administrator and by the Superintendent.

### **Visitation and Conference Report**

When an employee is granted permission for a professional visitation or a professional meeting, a report of the activities of the visitation or conference, with recommendations, if any, for use by employees or by the Board of Education shall be filed with the immediate supervisor. The supervisor will report and submit it with his/her recommendation to the Superintendent.

(cf. 4133 - Travel; Reimbursement)