

ADMINISTRATIVE PROCEDURES

SUBJECT: ATTENDANCE AT PROFESSIONAL LEARNING OPPORTUNITIES

Preamble:

The LKDSB supports all staff being life-long learners. Staff is encouraged to enhance their capacity through joining others in professional learning through opportunities offered by LKDSB as well as other professional organizations. Staff is also encouraged to share their expertise through presenting within the LKDSB and beyond. In pursuing professional learning opportunities, staff must take into consideration the impact of their absenteeism on the learning of students, the operation of the school, and the school community at large.

Staff:

1. Principals must approve teachers' attendance at professional learning opportunities during the instructional day outside of LKDSB. These sessions must support the vision, mission and goals of the LKDSB and align to the current initiatives.
2. Teachers' attendance at out-of-District professional development sessions must not negatively impact the learning and progress of their students.
3. Staff members who are asked to present at out-of-District events during the instructional day and/or representing the LKDSB must have the pre-approval of their Superintendent.
4. If staff members are paid for presenting at an out-of-District professional development session during the instructional day, they must take an unpaid Leave of Absence from LKDSB.
5. The LKDSB will not incur expenses due to a staff member being paid to present at an out-of-District event.

School Administrators/Managers:

6. Superintendents must approve School Administrators'/Managers' attendance at out-of-District professional development sessions during the instructional day.

These sessions must support the vision, mission and goals of the LKDSB and align to the current initiatives.

7. School Administrators'/Managers' attendance at out-of-District professional development sessions during the instructional day must not negatively impact the operation of their school.
8. School Administrators/Managers must be diligent in spending LKDSB funds to support their professional learning.
9. If School Administrators/Managers are paid for presenting at an out-of-District professional development session during the instructional day, they must take an unpaid Leave of Absence from LKDSB.
10. The LKDSB will not incur expenses due to a School Administrator//Manager being paid to present at an out-of-District event during the instructional day.

Implementation Date: November 30, 2015

Reference: