

## PROFESSIONAL GROWTH ACTIVITIES

The Board of Education recognizes the need for continued professional growth on the part of the certificated employees.

All teachers must earn a total of 60 professional growth points during each professional growth period. This refers to each six-year period during which teachers are required to give evidence of professional growth. A teacher begins the initial six-year growth period on September 1 of the year in which tenure is granted and ends August 31, six years later. The beginning of the seventh year starts the second six-year period. Excess points earned during one growth period may not be carried over into the succeeding professional period.

Application for the approval of professional growth activities shall be made on forms prescribed by the building principals. (FORM T) A separate application shall be submitted for each activity for which growth points are requested. Application shall be initiated by the person requesting credit. To assure growth points, it is recommended that teachers request prior approval for growth points prior to participation in the growth activities. The application, together with substantiating evidence that the work has been completed, shall be sent to the principal's office. After the application has been considered, notice will be sent to the applicant of action taken. The application will be filed in the applicant's personal file. Applications will be considered for full growth points only.

The following professional activities will be approved as evidence of professional growth by permanent certificated employees.

- a. College Credits: six semester hours of college credits from an approved or accredited institution of higher education. (six semester hours equivalent to 60 points, i.e., one semester credit equal 10 points).
- b. Other Professional Activities: To determine eligible professional growth activities, the following guideline and chart shall be followed:
  - 1) Auditing college courses
  - 2) Enrollment in adult education classes
  - 3) Curriculum study, conferences, and conventions
  - 4) In-Service Workshops: Points for district-wide school sponsored in will be allowed only when approved by the Board of Education
  - 5) Teaching college courses
  - 6) Teaching adult education classes
  - 7) Supervising student teachers
  - 8) Professional publication
  - 9) Educational travel: Professional growth points under this classification may be allowed under one of three categories:
    - a) Sponsored tours with academic credit must be under the direction of an accredited college or university, which grants college credit. The number of professional growth points allowed are described under

“College Credit,”

- b) Travel outside the United States must have prior approval by the building principals and shall be evaluated on the basis of education worth. As a general rule, points for travel outside the United States and of more than two weeks duration will be granted.
- c) Travel within the United States must be shown to have value related to the assignment of the applicant. A report of how the travel experience will be integrated into the classroom activity or assignment must be made to the building principal.

10) School visitation

11) Professional work directed by recognized professional education organization

- a) Activities whose primary purpose is educational and are related to classroom instruction and approved by the superintendent of designee will be accepted. Acceptable work may include: serving as officers, serving on committees, attending national/regional conventions or conferences, or other similar work.
- b) Time spent typing reports, collecting dues, telephoning or other routine/clerical services do not come within the intent for professional growth points.

12) System-wide committees: Professional growth points will be given to individuals serving on committees studying system-wide problems. Individuals are usually asked to serve by the superintendent or building principal and the number of professional growth points allowed will be determined by the length of time and the extent of the responsibility involved.

13) Approved innovative projects and action research.

14) Accreditation of other activities worthy of professional growth which are not within the scope of the other listings and descriptions. It applies only to activities of high quality. When making application for growth points, the applicant shall present:

- a) A description of the nature of the work and conditions under which
- b) was accomplished.
- c) Evidence of completion of the work.

Any professional staff member who does not meet the minimum number of growth points in a six period will be denied any salary increase.