

Guidelines for Completing the Unscheduled Staff Development Day for 2010-2011

The 2010-2011 Salem City Schools calendar requires that professional staff members on 10 month, 10 ½ month, and 11 month contracts work one unscheduled staff development day. For a teacher on a ten-month 200 day contract, the contract and calendar will reflect 180 student days, 11 scheduled service days, 8 paid holidays, and the one unscheduled staff development day. There is also one scheduled staff development day included in the calendar in the spring just prior to spring break.

Teachers may meet the requirement for the unscheduled staff development day by attending professional development sessions for a total of at least six hours, exclusive of meals. Salem will schedule workshops during the summer (beginning after July 1, 2010) and throughout the school year that may be used to meet the requirement. Workshops may vary in time and length. Teachers will need to accumulate a minimum of six staff development hours. Teachers will be required to register their attendance at these workshops to receive credit. In addition, teachers may request prior approval for credit towards their hours for attending staff development programs that occur outside of contract hours from professional groups such as BRCTM, PATE, VAHPERD, etc.

Here are a few guidelines to keep in mind as teachers plan for the unscheduled staff development day:

- Teachers may not earn license renewal points or stipends for professional development activities used to meet the requirement for the unscheduled staff development day. The unscheduled staff development day is part of the teaching contract so teachers earn one day of compensation for meeting this requirement.
- **With prior approval of the school principal and the appropriate central office personnel,** teachers may attend regional or state meetings or conferences held on non-contract days or outside of contract hours to meet the requirement. Teachers should complete a conference attendance request in My Learning Plan for these events. When teachers use these meetings or conferences for unscheduled professional development hours, they may not also use them for recertification points.
- Staff development activities should be directly related to the individual's teaching assignment.
- Faculty meetings, attendance at meetings such as Child Study, Student Support Team, School Improvement, etc., and attendance at college classes may not be used to meet the requirement.
- Some teachers work in their classrooms prior to the preservice week to organize and plan for the upcoming school year. However, that time may not be used to meet the staff development day requirement.
- Once a teacher has met the requirement for the unscheduled staff development day, the teacher is still encouraged to attend other workshops that may be of professional interest and/or benefit to him or her.
- The deadline for completing the unscheduled staff development day for the 2010-2011 contract year is June 1, 2011.

Teachers are encouraged to make their plans to meet this requirement in a timely fashion. Financial resources to support attendance at professional development activities are limited and are subject to all guidelines outlined in the Professional Development Handbook.