

## **Certificated Staff Development Opportunities**

### Guidelines for Professional Leave for Teachers on Supplemental Contracts for extracurricular Activities

Teachers who hold supplemental contracts for staff leadership positions and/or for extracurricular activities may request professional leave. Professional leave will generally be granted for:

1. a teacher to attend games, contests, competitions, performances, etc., wherein he/she has students participating or performing in such events and for which activity he/she holds a supplemental contract. A teacher who wishes to attend games, contests, competitions, performances, etc. in which none of his/her assigned students are participating or performing and/or for which activity he/she does not hold a supplemental contract does not qualify for professional leave. A request for personal business leave will be considered in such cases.
2. a teacher to attend a workshop, seminar, conference, etc. to increase the teacher's competence and skills in coaching, sponsoring, advising, or leading an activity for which the teacher holds a supplemental contract.
3. a teacher to attend a required meeting regarding the activity for which the teacher holds a supplemental contract.
4. a teacher to be available for parent conferences, administrator-called meetings, district planning meetings, and so forth as required or requested by an administrator. The teacher must appropriately complete a Professional Leave form for all allowed uses of professional leave, except for those listed in #4 above. The district, building, athletic fund, and/or student activity account may or may not pay for expenses associated with the teacher's professional leave.

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