

**INSERVICE REQUIREMENTS AND REIMBURSEMENT FOR
PROFESSIONAL AND SUPPORT STAFF**

Staff members will submit requests for approval of professional development activities prior to enrollment on forms incorporated in the Souhegan Staff Development Master Plan.

The Superintendent, or his designee, shall have the sole and exclusive judgment in the approval of a course, workshop, Institute, or other in service activity for reimbursement. Payment shall require documentation of registration. In order to retain reimbursement, a mark of "B" or better, or a mark of "pass" in a pass/fail course must be received. Repayment by the employee is expected if a grade of "B" or better is not received; if necessary, by a payroll deduction.

Transcripts must be in the Superintendent's office no later than September 30th for the Summer term, February 28th for the Fall term, and June 30th for the Spring term. Support staff are an integral part of the district's total staff. Their training and development are essential to the efficient and economical operation of the schools. Therefore, all classified employees shall be encouraged to grow in job skills and to take additional training that will improve their skills on the job. All full-time and part-time support staff members are required to complete 25 approved clock hours of in-service training in each three-year period.

Reasonable absences to attend meetings, conventions, conferences, or workshops of local, state, or national associations which serve to advance the welfare of the district through the upgrading and strengthening of support staff service may be granted by the Superintendent, upon recommendation of the Principal, without loss of pay to the employee.

Reimbursement for staff development activities will be in accordance with the Souhegan Staff Development Master Plan (GCJ) and funds authorized by the board (GCJA).

ADOPTION: May 1992

REVISION: April 2001

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