

**Staff Development  
Availability**

The District makes available appropriate staff development training for teachers during the summer. Staff development is also available during fall and winter breaks or at other specified times on the school calendar.

**Make-Up Time**

With the Superintendent's or designee's prior approval, teachers may attend conventions, conferences, workshops, and seminars on weekends, holidays, or other noninstructional time and be credited with staff development hours.

**Deadline**

All compensatory or equivalency staff development days must have been completed by the employee prior to March 7 of each school year.

**Deduction of Pay**

A full day's pay shall be deducted for any unearned days taken by an employee without regard to any extenuating circumstances.

**Staff Development  
Equivalency**

With the immediate supervisor's prior approval, professional and paraprofessional personnel may attend conventions, conferences, workshops, and seminars on weekends, holidays, summer vacation, or other noninstructional time and be credited with a staff development equivalency day.

An employee may use his or her staff development equivalency day at anytime during the school year. An employee who wishes to use his or her staff development equivalency day shall submit a written request to his or her immediate supervisor and present evidence of attendance and participation in approved activities not less than two days before the use of the day.