

**PROFESSIONAL LEAVE  
CERTIFIED PERSONNEL  
(REGULATIONS)**

The board of education is committed to the principle of providing and approving opportunities for the professional improvement of its certified staff. In response to this principle, teachers may be released from classroom duties without loss of salary or benefits for attendance at meetings of a professional nature that contribute to the basic function of the teacher's assignment. Professional leaves will be granted only upon approval of the superintendent of schools.

All requests for absence for professional reasons must be in writing and must be forwarded to the superintendent by the principal with the principal's recommendation for approval or disapproval and reason for the recommendation. Professional days in the school calendar are a part of the teacher's contract.

When a teacher attends meetings during school time, the board of education requires that the teacher fill out a professional leave form. This allows the administration to keep track of staff development points and to schedule substitute teachers.