

### Professional Staff Development Opportunities

NW BOCES will provide for professional growth and updating of professional skills through:

1. Planned staff development programs and workshops.
2. Up to five days per school year of release time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.
3. Access to a variety of educational publications, reports, and materials that will contribute to professional growth.
4. Leaves of absence for advanced educational training as approved by the NW BOCES Board.
5. Adjustment on the salary scale for additional educational training in accordance with the salary schedule. Credit hours considered for salary advancement must be by semester hours college credit and have been pre-approved by the Administrative Director.

The Administrative Director will have the authority to approve release time for professional development and reimbursement of registration and travel expenses if the activities are within budget allocations for that purpose. Requests for professional leave must be made in writing on the "Request For Leave" form. (See Policy 5002a-R) Employees who intend to take courses for salary advancement must submit a "Request For Salary Advancement" form at least one month prior to start of course. NW BOCES will reimburse at the rate of \$100.00 per semester hour for approved course work. NW BOCES will not pay tuition fees of Continuing Education Units (CEU'S) or college courses in which the employee voluntarily enrolls without pre-approval.