

CERTIFICATED EMPLOYEE PROFESSIONAL GROWTH

The school district recognizes the significance of professional growth and shall encourage the continued growth and development of certificated personnel subject to the requirements of law and subsequent policies adopted by the board of education.

In accord with Nebraska statute, all permanent certificated employees shall be required, every six (6) years, to give evidence of professional growth. All tenured teachers will submit a Professional Growth Form to the building principal annually utilizing the point system identified on the form.

Failure to give evidence of professional growth constitutes just cause, as defined in Nebraska statute, relating to the termination of the contracts of certificated employees.

To be accepted as evidence of professional growth, semester hours of college credit must be appropriately documented, such documentation being filed in the superintendent's office. Documentation shall consist of an official transcript of the credit earned from a college or university.

Semester hours of college credit may be accepted for advancement on the salary schedule as well as for evidence of professional growth.

Teachers wishing to include travel, professional publications, a special project, or other activities shall make application for approval of such activities prior to departure of travel, publication of an article, or commencing an activity. Application for such activities shall be made on the form shown in this policy. The application shall be submitted to the Professional Growth Committee described in this policy.

As is the case with all teachers in the State of Nebraska, teachers in the Gibbon Public School must show evidence of professional growth on an ongoing basis. The District requires that all teachers accumulate twenty-four (24) points of professional growth during each six year period to meet minimum requirements.

College credit hours or alternative professional growth points earned prior to the first or any subsequent six-year period or in excess of six college credit hours or twenty-four professional growth points in one, six-year period are not transferable to the following six-year period.

The conditions and limitations under which alternative professional growth activities are performed and accepted may be reviewed and changed by resolution of the board of education from time to time. Unless the board shall, by resolution, give direction to the contrary, credit for engaging in a newly approved activity shall be allowed only for work done after the date of approval of the activity. If activities are stricken from the list or

conditions made more stringent, such changes shall not be retroactive with regard to work already begun. Changes in alternative professional growth requirements will be implemented in such a way as to cause no penalty to those staff members who are currently working on any approved project for alternative professional growth requirements of the present period.

Persons contemplating alternative professional growth activities shall consult with the Professional Growth Committee prior to engaging in the activity for the purpose of ascertaining the feasibility of the activity being planned.

POINT SYSTEM FOR ACCREDITMENT OF PROFESSIONAL GROWTH ACTIVITIES

To meet the statutory professional growth requirements for a given six-year period a permanent certificated staff member must have completed approved professional growth activities totaling twenty-four (24) points.

The following activities may be acceptable for professional growth credit:

- I. Formal Class work
 - A. College credit in accredited colleges – four (4) points per semester hour. Documentation required. Applicant must submit a transcript of credits that will be placed in the personnel file after recognition by the superintendent.
 - B. Auditing college courses – Two points per semester hour. Documentation required. Applicant must submit a statement from the institution showing the number of class sessions attended together with the total number held. No professional growth credit shall be allowed for auditing a course unless the number of sessions attended is at least 90% of the total number held.
- II. Professional Meetings and Activities
 - A. Curriculum conferences, clinics, or special activities sponsored by NSEA or NCSA and/or state academic associations which are instructional in nature. (One point per four hours of meeting time. Driving and/or lodging time is excluded.)
 - B. Workshops related to teaching assignments (One point per four hours of meeting time. Driving and/or lodging time is excluded.)
 - C. Workshops related to extra-duty assignments or responsibilities (One point per four hours of meeting time. Driving and/or lodging time is excluded. Maximum of six points per six-year period.)
 - D. Service on Nebraska Department of Education Advisory Committees, school or college accreditation teams. The Nebraska Council on Teacher Education,

the Professional Practices Commission or other professionally related commissions or committees. (One point per four hours of meeting time. Driving and/or lodging time is excluded.)

- E. Demonstration teaching and/or presenting in-services programs to colleagues. (One point per session.)
- F. Supervision of Student Teacher – Two points per student teacher. (Maximum 12 points per six-year cycle.)
- G. Membership on District Committee – Committee membership on district organized committees, including, but not limited to, SAT/RTI, Crisis Team, Calendar Committee, Technology Committee, Safety Committee, and SIP Committee work. (One point per four hours of meeting time.)

III. Other Activities as Approved

These activities and points awarded must be approved by the Professional Growth Committee. Appeal of the Professional Growth Committee decision may be made to the Superintendent and Board of Education as outlined in the final paragraph in the Professional Growth Form.

At least fourteen days prior to attending or participating in a professional growth activity, the employee shall notify the Professional Growth Committee of the employee's intent to participate in an alternate activity by completing a "Professional Growth Form" (409.01E1). Prior to the start of the activity, the employee shall receive a written response to the application. Any activity requiring absence from school during a school or contract day shall be governed by the professional and personal leave policies of the District.

- A. Published Research Projects or Curriculum Related Materials — Number of points awarded to be based on length of time spent and contribution to the professional growth of the applicant.
- B. Tours With Academic Credit or Independent Travel – These must have prior approval by the Professional Growth Committee and shall be evaluated on the basis of educational worth. All independent travel must be appropriately documented upon completion with a written report and/or photographs or other memorabilia useable in the applicant's assigned position, endorsed area, or special previously approved project. Documentation shall be submitted to the Professional Growth Committee for final evaluation and recommendation.
- C. Adult Education Course – The course must significantly contribute to the professional growth of the person involved and to the assigned position and endorsement or special previously approved project of that person.
- D. Grant Writing

E. Other – Approved activity not listed above which would have significant educational value to the applicant’s assigned position or endorsed area. Special projects with prior approval.

Activities which would not be approved for professional growth points include but are not limited to: Membership in professional organizations; subscribing to professional magazines; serving as an officer in a local educational association; sponsoring student activities with or without remuneration; and community service that requires teaching or leadership. In addition, classroom activities which would be considered master teaching and which all teachers are expected to do and update annually as needed are not eligible for professional growth points.

REVIEW OF PROFESSIONAL GROWTH STATUS

Records of professional growth activities shall be maintained in the employee’s personnel file. At the start of each school year, each employee may confirm the status of his/her professional growth status and the remaining points to be earned during that professional growth period.

PROFESSIONAL GROWTH EVALUATION COMMITTEE

To assist in the administration of this policy, particularly as it applies to alternative professional growth activities, there shall be a Professional Growth Evaluation Committee consisting of: building principals, the GEA president-elect, a GEA high school representative, and a GEA elementary representative.

It shall be the duty of the Professional Growth Evaluation Committee to:

1. Advise teachers on requests as to whether proposed alternative activities come within the scope of this policy.
2. Determine whether or not professional growth is to be allowed and determine the number of points to be accredited in all cases where the decision is not specifically stated in the policy.
3. Report to teachers the action taken upon each request/appeal.

In case any applicant wishes to appeal any decision rendered by the building principal, he/she should make a written appeal to the Professional Growth Evaluation Committee. Further appeals may be made to the superintendent, then to the board of education if the applicant disagrees with the decisions made with regard to his/her appeal. Action of the board of education will be final.

Legal Reference: NDE Rule 10
Neb. Statute 79-830