

Curriculum and Instruction Conference Attendance Procedure 2012-14

Purpose: In order to support the personal and professional growth of the instructional and counseling staff at GHCHS, the Curriculum and Instruction Committee through its sub-committee in Staff Development, is committed to provide reasonable access to conference and workshop attendance in areas relating to reform processes, pedagogy, best practices, current research and collaboration with local, district, state and national education groups. GHCHS has allocated funds to be used specifically for staff development purposes.

*To guarantee equitable and fair distribution of these funds and the educational benefits of involvement with the larger professional community, the C and I committee recommends that all teachers have the opportunity to attend a conference **every other year** (unless the department chair decides that yearly attendance is appropriate) and has established these guidelines: **Requests should be submitted 30 day before the event***

<p>Self- Selected Conferences: Teacher-selected in response to personal growth goals relating to content area knowledge, instructional strategies, current best practices, standards-based assessments, etc.</p> <p>TEACHER RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Teacher must obtain form in Academic Programs office; • Obtain all signatures on form; • Attach all documentation to form • Turn into Elisa Ragus, Staff Development Chair for approval; • Process your own registration, and if needed, obtain purchase order from business office to submit registration; • Submit receipts for reimbursement to the business office upon return. • Arrange for own substitute 	<p>School directed conference: An administrator and/or department chair agrees that a teacher or team of teachers should be sent to a conference that will provide innovative, “cutting-edge” methods, connections with other educational institutions or research centers that will benefit our schoolwide program, or provide opportunities to obtain strategies, materials, or information not readily available locally or on-site. Also included may be workshops/conferences that the department chair feels would benefit new teachers.</p> <ul style="list-style-type: none"> • Teacher should work with administrator and department chair to process registration forms. If individual teacher is attending alone then process your own registration. If you need assistance contact Darlene Campo in business office • Arrange for own sub ASAP
<p>Regulations</p> <ul style="list-style-type: none"> • \$500 allocation to cover sub (for actual day of conference) and conference attendance. • One conference every other year unless approved by department 	<p>Regulations</p> <ul style="list-style-type: none"> • Sub for actual days of the conference. • Conference fee. • Lodging (at the conference center, group rate, for actual days of

<p>chair and administrator.</p> <ul style="list-style-type: none"> • Transportation costs: reasonable mileage and parking reimbursement. • Department Chair recommendation: the department chair will work with the teacher on determining the appropriateness of this conference for meeting department-wide goals and may explore alternative locations or meetings if necessary. • If the conference is outside of L.A. County, a justification statement is needed. • All staff are required to submit proof of attendance to their department chair upon return and agree to conduct a workshop or other presentation for their dept. to share the materials/strategies. Staff who do not wish to participate in these requirements will not receive funding for the conference. • C and I Staff Development chair approval 	<p>conference only; double room for teams of teachers attending together).</p> <ul style="list-style-type: none"> • Transportation (mileage, or best available air fare; submit proof of air fare or submit actual mileage with request). • Meals (any meal provided by the conference host is not reimbursed nor included in allocation): \$18 per day allocation for meals (State reimbursement allotment) Alcohol is not included • Itemized receipts required for all reimbursements • All staff are required to submit proof of attendance to their department chair upon return and agree to conduct a workshop or other presentation for their dept. to share the materials/strategies. Staff who do not wish to participate in these requirements will not receive funding for the conference. • Director of Instruction or department administrator's, approval required.
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