

**Policy 408.1: Licensed Employee Professional Development**

Status:  
ADOPTED

Original Adopted  
Date: 8/5/2022

The board encourages licensed employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The board will maintain and support an inservice program for licensed employees. Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to the CEO. Approval of the sCEO must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school pays the expenses for the program.

The CEO will have sole discretion to allow or disallow licensed employees to attend or participate in the requested event. When making this determination, the CEO will consider the value of the program for the licensed employee and the school district, the effect of the licensed employee's absence on the education program and school district operations and the school's financial situation as well as other factors deemed relevant in the judgment of the CEO. Requests that involve unusual expenses or overnight travel must also be approved by the board.

NOTE: This is a mandatory policy.

Legal Reference: Iowa Code § 279.8. 281 I.A.C. 12.7; 83.6

Cross Reference: 414.9 Classified Employee Professional Purposes Leave

Approved \_\_\_\_\_8/5/2022\_\_\_\_\_ - Reviewed \_\_\_\_\_